## Secure Messages

## **Secure Messages**

- 1. Click on the 'Messages' menu on the left side of the screen.
- 2. Click on the 'New Conversation' button on the right side of the screen.

**NOTE:** The 'Messages' feature is a secure messaging function which allows for two-way communication between the online banking user and Rockland Trust. Since the message is delivered securely within Online Banking, sensitive material (i.e. SSN, account number(s)) may be safely included in the body of the message.

ជ	Accounts	Conversations			
$\bowtie$	Messages				
	Transactions ~	elect All	New Conversation		
3	Bill Pay 🗸 🗸		urity Alert Notification: Password Changed		
	Statements	ustomer Service – Do Not Reply 4/10/2017	is message should never expire		
≞	Commercial 🗸 🗸	ecurity Alert Notification: Password hanged ustomer Service – Do Not Reply 4/10/2017	ustomer Service – Do Not Reply 4/10/2017 - 9:46 AM		
≡	Services ~				
ŝ	Settings ~	h <b>anged</b> Istomer Service – Do Not Reply 4/10/2017 O	his is your requested security alert notification. In 4/10/2017 9:46 AM, your password was changed for ROSIE TOBIN in the		
0	Branches	ecurity Alert Notification: Password	iternet channel.		
G	Log Off	hanged If Istomer Service – Do Not Reply 4/10/2017 b	you suspect fraudulent activity, please contact us at 508-732-7072 during usiness hours. As this is an automated notification, please do not reply to		
		Takeup Reminder ustomer Service – Do Not Reply 3/21/2017	nis message.		

3. Select the appropriate topic from the drop-down menu.

Conversations		
New Conversation		
With *		
Select Topic	•	
Subject *	0	Supported Attachments
Message *		
		6
* - Indicates required field		Cancel Send

- 4. Click the 'Supported Attachments' link on the right side of the screen to show what file types are supported.
- 5. Click the paper clip icon to attach a file or document if desired.
- 6. Click 'Send' at the bottom of the screen to submit the message to Rockland Trust.

Conversations			
New Conversation			
With *			
Select Topic			
Subject *	_		
	Ć	Supported Attachmen	ts
Message *			
			1
* - Indicates required field		Cancel Send	
			_

- 7. Both incoming and outgoing messages will appear in the column directly to the right of the menus in descending date order (newest on top).
- 8. A numeric indicator will appear in red next to the 'Messages' menu indicating how many unread messages are currently listed in the online mailbox.

ជ	Accounts	(	Conversations		
	Messages				
	Transactions	~ C	Select All	New	Conversation
0	Bill Pay	~ c	Security Alert Notification: Password Changed	Security Alert Notification: Password Changed	
	Statements		Customer Service – Do Not Reply 4/10/2017		S 🗊
≞	Commercial	~	Security Alert Notification: Password	This message should never expire	~~
≡	Services	~	Customer Service – Do Not Reply 4/10/2017	Customer Service – Do Not Reply 4/10/2017 - 9:46 AM	
ŝ	Settings		Security Alert Notification: Password	This is your requested security alert notification.	
0	Branches		Customer Service – Do Not Reply 4/10/2017	On 4/10/2017 9:46 AM, your password was changed for ROSIE TOBIN in the	
G	Log Off			Internet channel.	
		C	Security Alert Notification: Password Changed Customer Service - Do Not Reply 4/10/2017	If you suspect fraudulent activity, please contact us at 508-732-7072 during business hours. As this is an automated notification, please do not reply to	
		Wakeup Reminder   Customer Service - Do Not Reply 3/21/2017		this message.	