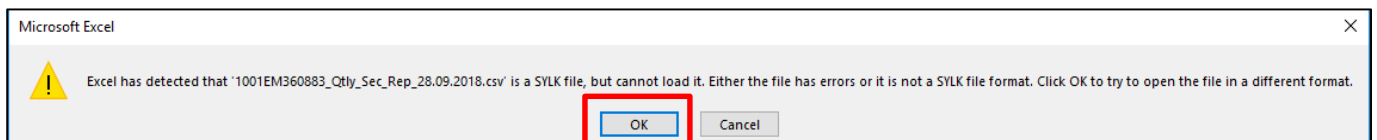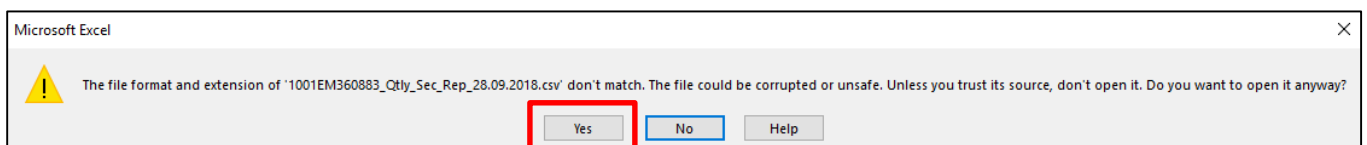# MAGIC Quarterly Security Report Notification
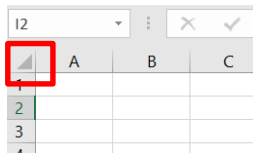

The MAGIC Quarterly Security Report is automatically sent to agency security contact(s) for review and sign-off. The report is sent from the idmsystem@dfa.ms.gov email address. Please make sure that emails from this address are not setup to be sent to your "junk" email folder. Also, this email address is not monitored; therefore, please contact the MMRS Call Center at 601-359-1343 or mash@dfa.ms.gov if you need any assistance in processing the report. Listed below are instructions on how to open the report.
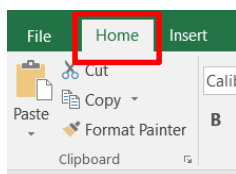
1.) Double click the report attached to the email. The following messages will be displayed. Click **Yes** for the first message and **OK** for the second message.
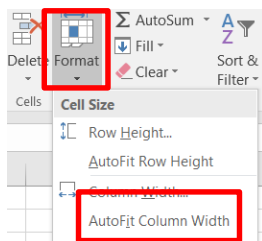

2.) When the Excel spreadsheet is opened, click the **Select All Button**.

3.) Click **Home.**

4.) Click **Format** then click **AutoFit Column Width** to expand the information.

5.) The report should be displayed.

MAGIC Security Report Notification Job Aid