**Implementation Detail of Email Policy for Blocking File Extensions**

**Policy Statement:** Our organization implements an email filtering policy to enhance cybersecurity and prevent potential threats from entering our network. Certain file extensions are prohibited from being sent or received via email.

**Blocked File Extensions:**

* .exe
* .bat
* .cmd
* .js
* .vbs
* .scr
* .jar
* .ps1
* .com
* .pif
* .msi

**Implementation:**

* Configure email filtering system to detect and block emails containing attachments with specified file extensions.
* Users attempting to send emails with prohibited file extensions will receive notification informing them that the attachment is not permitted.
* Incoming emails with blocked attachments will be quarantined and reviewed by IT security team for further action.

**User Awareness:**

* Inform all employees about the new email policy and prohibited file extensions.
* Conduct training sessions to educate users on recognizing potential threats and importance of adhering to the policy.

**Exceptions:**

* Consider exceptions for departments or individuals requiring access to files with blocked extensions for business purposes. Approval from IT security team needed.

**Review and Updates:**

* Periodically review and update email filtering policy to adapt to evolving cybersecurity threats.
* Consider feedback from users and IT staff for potential adjustments to the policy.

**Enforcement:**

* Violations may result in disciplinary action, including termination, depending on severity and frequency.
* Bypassing or circumventing the email filtering system will be considered a serious breach of security protocols.

**Creating a Disclaimer Banner for External Emails:**

1. Access Email Defender Administration Console.
2. Navigate to Email Policy Settings.
3. Create New Policy Rule for External Emails.
4. Define Conditions for External Emails.
5. Add Action to Insert Disclaimer Banner.
6. Customize Disclaimer Banner.
7. Save and Apply Policy Rule.
8. Test Configuration.
9. Monitor and Adjust as Needed.
10. Train Users on Significance of Disclaimer Banner.