

# Email Attachment Policy & Transition to SharePoint File Sharing

We are excited to introduce a new email attachment policy that is designed to bolster data security, streamline collaboration, and improve file management within our organisation. Effective [Date], this policy will be implemented across all departments.

## Policy Overview:

1. Complete Email Attachment Restriction: As part of our commitment to enhancing data security and promoting efficient file sharing, email attachments will be entirely restricted. This means that employees will no longer be able to send or receive attachments through the company email system.
2. Transition to SharePoint for File Sharing: SharePoint will serve as our primary platform for file sharing, document collaboration, and version control. All employees are required to utilise SharePoint for sharing documents internally and externally.

## Advantages of Using SharePoint:

- Elevated Security: SharePoint's advanced security measures guarantee that files are accessible only to authorised personnel.
- Version Tracking: SharePoint automatically manages version histories, minimising confusion stemming from multiple file versions.
- Team Collaboration: Real-time co-authoring and annotation tools facilitate seamless teamwork.
- Remote Accessibility: Files are accessible from any location, encouraging remote work and flexibility.
- Efficient Search: SharePoint's powerful search feature simplifies locating files across the organization.

## Guidelines for SharePoint File Sharing:

1. **File Organisation:**
  - Structure files logically within SharePoint libraries and folders.
  - Use clear, descriptive file names for easy identification.
2. **Permissions:**
  - Adhere to role-based access permissions to safeguard data privacy.
  - Avoid sharing confidential information with unauthorised individuals.



**3. Version Control:**

- Always collaborate on the latest version of documents stored in SharePoint.
- Utilize the "Check Out" and "Check In" features to prevent conflicting changes.

**4. Collaborative Work:**

- Leverage real-time collaboration features for joint editing and feedback.
- Communicate effectively through SharePoint's commenting and notification tools.

**5. Training and Support:**

- Comprehensive training sessions on SharePoint's functionalities will be conducted to ensure smooth adaptation.
- A dedicated support channel will be accessible for addressing queries or concerns.

Your cooperation is pivotal in successfully implementing this policy and transitioning to SharePoint-based file sharing.

For technical assistance, please reach out to [Charles Lopez](#), and for policy-related inquiries, contact [Janice Mawer](#). We appreciate your commitment to enhancing our data security and collaboration practices.

Thank you for your dedication to this important initiative.



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