



## **Giles Chemical E-mail Policy and Guidelines**

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Giles E-mail is the property of Giles and Giles management reserves the right to access your e-mail, if needed. As an employee of Giles, you assume the rights and responsibilities of professional e-mail usage. Do not change any e-mail server (connections) settings without IT (Information Technology staff) assistance.

### Basics:

Giles e-mail should be used for business purposes.

Giles e-mail is never to be used on any blocked websites.

Giles e-mail is never to be used on social websites.

Giles e-mail is never to be used on sexually explicit or gambling websites.

Giles e-mail is not to be used for personal gain.

Giles e-mail should not include any unnecessary images.

Giles e-mail should never contain vulgar, threatening or abusive language.

Giles e-mail should not be used to threaten or coerce anyone.

Giles e-mail should not include viruses, SPAM, phishing attempts, etc.

Giles e-mail should not be used to communicate login and password information.

Giles e-mail should never include personal or private information.

### Messages:

E-mail chain letters and forwards are prohibited unless they have a direct correlation to Giles business.

E-mail found to have SPAM, viruses, spyware, malware, bogus info., bad attachments, or corruption will be deleted from the system.

E-mail with attachments larger than 50mb is not permitted.

Personal e-mail should be kept to a minimum.

Error messages (along with headers) should be forwarded to IT.

E-mail can be legally binding, so careful consideration must be given to what is included in it.

### Security:

It is your responsibility to report any breaches, illegal, suspicious or misuse of Giles e-mail to management or Information Technology immediately or as soon as possible when one of these situations occurs. E-mail that you receive that may contain inappropriate or bad info., should be forwarded to IT. You will then be instructed on the next course of action.

Giles e-mail should never be downloaded on to any equipment or by any software without prior approval from management and IT.

Mobile devices may access Giles e-mail, but IT must be notified for security reasons.

Giles e-mail is confidential.

#### Access:

Outlook is the only in office e-mail client (software).

Network Solutions provides Webmail that is accessible through a web browser anywhere on the Internet. When using Giles Webmail be sure to NOT save any passwords.

Outside e-mail can be accessed and used when troubleshooting Giles e-mail issues, but IT must be notified about the problem first.

#### Auto-Archive:

Auto-Archive is a Microsoft solution to help streamline e-mail storage and it is part of Outlook. Giles users must use Auto-Archive.

The following is a list of the requirements of Auto-Archive.

- The Auto-Archive location is on Giles our servers and is backed up 5 days a week.
- Anything older than 1 year old will be archived.
- Anything less than 3 months to 1 year old in may stay in your immediate folders.
- Auto-Archive will be set-up to run at least once a month (weekly, bi-weekly or monthly).
- Additionally, the Auto-Archive will be automatic and notification can be sent.
- IT will periodically check to be sure that Auto-Archive is active on your profile.
- The Auto-Archive file and all e-mail is the property of Giles Chemical.

#### Network Solutions:

Giles e-mail is serviced through Network Solutions.

Giles e-mail is moved from Network Solutions servers to the Giles network once the e-mail is opened and accessed through Outlook and mobile devices. There is a small window where mobile users may store e-mail a week or 2 in both locations. But shortly after, it is removed from the Network Solutions servers.

Do not contact Network Solutions with e-mail issues without first contacting IT at Giles.

Filtering is done through Network Solutions. Network Solutions has the right to reject e-mail and will block e-mail in accordance with their guidelines. More information can be found on their site at <http://customersupport.networksolutions.com/category.php?id=79>

#### Personal Outlook Settings:

*Giles preferences (training and instructions to be given as needed). Please contact IT.*

Use spell check.

Do not use Word as your e-mail editor.

Include a signature in your messages with your at least your name and contact info.

Include a subject.