From: Sneha Irukuvajjula
To: Jim Halpert
Subject: Re: Administrative Server Access Request

Hi Jim,

I hope you're doing well. Thanks for reaching out with your request for full administrative access to all the servers. I appreciate your proactive help to assist and ensure smooth operations, particularly during my potential absence. However, I'd like to inform you that Michael has expressed concerns about this request and has asked me not to grant this access at this time. If there are specific tasks or situations where you believe administrative access may be necessary, I recommend discussing them directly with Michael to explore alternative solutions.

One point I'd like to emphasize is the importance of adhering to our recently implemented password protection policy at Dunder Mifflin. In your previous email, you mentioned your password. Sending passwords via email carries significant security risks. Email is not a secure method of transmitting sensitive information, and including passwords in email messages can potentially lead to security breaches.

To protect our systems and data, it's crucial that we follow the guidelines outlined in our password protection policy:

Passwords should not be shared with anyone, even in email communications.
Avoid including passwords in email messages or any electronic communication.
Passwords should be stored only in authorized password managers.
Refrain from using the "Remember Password" feature in applications.
If you suspect any compromise of your password, please report it immediately and change your password.

Feel free to reach out to me if you have any further queries!

Best,
Sneha