TO: Philip Carson

FROM: IT Staff

Subject: 051 – Corporate Password Security Policy

Secure passwords are the cornerstone of every secure system. To create a secure password, follow the following guidelines about password creation:

* Use at least 8 letters, containing at least one capital letter, one number, and one symbol excluding the ones in the following list: “ ` ‘ , \ /
* Don’t use common phrases or sentences.
* Don’t use personal information, such as birthdays or pet names. If someone gains access to this information they may be able to guess your password.
* New passwords must be at least 3 characters different from the previous password.

Furthermore, you mustn’t use the same password for multiple logins. For example, don’t use the same password to log into your email and your workstation.

Sincerely,

The IT Staff