



Topmail

Customer Site: _____

February 2006

Effective Date: _____

Completed By: _____

The questions below help Topsec Technology prepare your Email Security policy for each user group of your network

VIRUSES

Inbound viruses are deleted without notification. Outbound viruses are also deleted, please indicate who you wish to inform.

Outbound Actions

Delete and Inform	<input checked="" type="checkbox"/>	Inform Sender	<input checked="" type="checkbox"/>
		Inform Recipient	<input type="checkbox"/>
		Inform administrator	<input type="checkbox"/>

SIGNATURE/LEGAL DISCLAIMER

You can attach a signature to inbound and outbound email informing the recipients about your company's security policy or other messages or advertisements.

Inbound Actions

None Do not attach any signature/legal disclaimer to message
 Add Attach the following signature/disclaimer to the header or footer of all inbound email

Disclaimer:

Outbound Actions

None Do not attach any signature/legal disclaimer to message
 Add Attach the following signature/disclaimer to the header or footer of all outbound email

Disclaimer:



INAPPROPRIATE LANGUAGE

Exposure to legal liability arising from employee’s use of abusive, sexist, racist or other inappropriate language in email is a concern to businesses. The best way to enforce sensible policies of email is to scan for inappropriate language. *(If you wish to have a personal blacklist containing management names, CV etc, please attach it to the end of this document.)*

Inbound Actions

None Deliver messages containing inappropriate language as normal

Screen Screen for inappropriate language and set sensitivity to:-
very low
low
medium
high
very high

Deliver and Inform Inform Sender
Quarantine and Inform Inform Recipient
Delete and Inform Inform administrator

Outbound Actions

None Deliver messages containing inappropriate language as normal

Screen Screen for inappropriate language and set sensitivity to:-
very low
low
medium
high
very high

Deliver and Inform Inform Sender
Quarantine and Inform Inform Recipient
Delete and Inform Inform administrator



UNDETERMINED

Occasionally poorly formatted messages will arrive via your email and both anti virus and content scanning engines will be unable to disassemble them to check them for threats. Often these messages are constructed to get threats into a mailbox, sometimes they are totally innocent. How you handle these, as part of your Content security policy can be critical.

Inbound Actions

- | | | | |
|-----------------------|-------------------------------------|----------------------|--------------------------|
| Deliver and Inform | <input checked="" type="checkbox"/> | Inform Sender | <input type="checkbox"/> |
| Quarantine and Inform | <input type="checkbox"/> | Inform Recipient | <input type="checkbox"/> |
| Delete and Inform | <input type="checkbox"/> | Inform administrator | <input type="checkbox"/> |

Outbound Actions

- | | | | |
|-----------------------|-------------------------------------|----------------------|--------------------------|
| Deliver and Inform | <input checked="" type="checkbox"/> | Inform Sender | <input type="checkbox"/> |
| Quarantine and Inform | <input type="checkbox"/> | Inform Recipient | <input type="checkbox"/> |
| Delete and Inform | <input type="checkbox"/> | Inform administrator | <input type="checkbox"/> |

EXECUTABLES

Instances of conscious use of malicious executable code are increasing. Few users actually need to send and receive executable files as email attachments and the damage that they can cause should be guarded against. Blockmail can screen for Windows and DOS executables, DLLs and Java Byte code.

Inbound Actions

- None Deliver messages containing attached executables as normal
 Action Apply actions to executables greater than: 0 0.5 1 2 3 4 5 MB

- | | | | |
|-----------------------|-------------------------------------|----------------------|-------------------------------------|
| Deliver and Inform | <input type="checkbox"/> | Inform Sender | <input type="checkbox"/> |
| Quarantine and Inform | <input type="checkbox"/> | Inform Recipient | <input checked="" type="checkbox"/> |
| Delete and Inform | <input checked="" type="checkbox"/> | Inform administrator | <input type="checkbox"/> |

Outbound Actions

- None Deliver messages containing attached executables as normal
 Action Apply actions to executables greater than: 0 0.5 1 2 3 4 5 MB

- | | | | |
|-----------------------|-------------------------------------|----------------------|-------------------------------------|
| Deliver and Inform | <input type="checkbox"/> | Inform Sender | <input checked="" type="checkbox"/> |
| Quarantine and Inform | <input type="checkbox"/> | Inform Recipient | <input type="checkbox"/> |
| Delete and Inform | <input checked="" type="checkbox"/> | Inform administrator | <input type="checkbox"/> |



VIDEO

Video files, while not always pornographic in nature are almost certainly **large**. Multiple users receiving copies of video attachments via email are one of the quickest ways to severely constrict your internet bandwidth. Blockmail screens for AVI, QTM, MPEG and RM video types.

Inbound Actions

None Deliver messages containing attached videos as normal
Action Apply actions to videos greater than: 0 0.5 1 2 3 4 5 MB

Deliver and Inform	<input type="checkbox"/>	Inform Sender	<input type="checkbox"/>
Quarantine and Inform	<input type="checkbox"/>	Inform Recipient	<input checked="" type="checkbox"/>
Delete and Inform	<input checked="" type="checkbox"/>	Inform administrator	<input type="checkbox"/>

Outbound Actions

None Deliver messages containing attached videos as normal
Action Apply actions to videos greater than: 0 0.5 1 2 3 4 5 MB

Deliver and Inform	<input type="checkbox"/>	Inform Sender	<input checked="" type="checkbox"/>
Quarantine and Inform	<input type="checkbox"/>	Inform Recipient	<input type="checkbox"/>
Delete and Inform	<input checked="" type="checkbox"/>	Inform administrator	<input type="checkbox"/>

IMAGES

Distribution of pornographic or offensive images via email can leave a company open to legal action from users or suppliers. The additional bandwidth requirement required for transporting image file attachments can also slow network response times. Blockmail screens for JPEG, WMF, DXF, DWG, PSP, PNG, PIC, PCX, FLI, BMP, GIF and TIFF image types.

Inbound Actions

None Deliver messages containing attached images as normal
Action Apply actions to images greater than: 0 0.5 1 2 3 4 5 MB

Deliver and Inform	<input type="checkbox"/>	Inform Sender	<input type="checkbox"/>
Quarantine and Inform	<input type="checkbox"/>	Inform Recipient	<input checked="" type="checkbox"/>
Delete and Inform	<input checked="" type="checkbox"/>	Inform administrator	<input type="checkbox"/>

Outbound Actions

None Deliver messages containing attached images as normal
Action Apply actions to images greater than: 0 0.5 1 2 3 4 5 MB

Deliver and Inform	<input type="checkbox"/>	Inform Sender	<input checked="" type="checkbox"/>
Quarantine and Inform	<input type="checkbox"/>	Inform Recipient	<input type="checkbox"/>
Delete and Inform	<input checked="" type="checkbox"/>	Inform administrator	<input type="checkbox"/>



SOUND

There are few legitimate reasons for most employees to distribute sound files via email. Apart from the obvious concerns of attachment size and time-wasted an organisation could open itself up to serious breach of copyright issues. Blockmail screens for MIDI, AIF, VOC, AU, WAV and MP3 sound files.

Inbound Actions

None Deliver messages containing attached sound files as normal
Action Apply actions to sound files greater than: 0 0.5 1 2 3 4 5 MB

Deliver and Inform Inform Sender
Quarantine and Inform Inform Recipient
Delete and Inform Inform administrator

Outbound Actions

None Deliver messages containing attached sound files as normal
Action Apply actions to sound files greater than: 0 0.5 1 2 3 4 5 MB

Deliver and Inform Inform Sender
Quarantine and Inform Inform Recipient
Delete and Inform Inform administrator

DOCUMENTS

Confidentiality breaches of company proprietary information can be avoided by restricting which users really need to be sending or receiving document attachments. Topsec Technology screens for Ichitaro, GenericCDA, Fax, Rich Text Format, CDA, MS Project, MS Powerpoint, Word, Excel, OLE Package, 1-2-3, PDF, Text, HTML and MS Outlook document types.

Inbound Actions

None Deliver messages containing attached documents as normal
Action Apply actions to documents greater than: 0 0.5 1 2 3 4 5 MB

Deliver and Inform Inform Sender
Quarantine and Inform Inform Recipient
Delete and Inform Inform administrator

Outbound Actions

None Deliver messages containing attached documents as normal
Action Apply actions to documents greater than: 0 0.5 1 2 3 4 5 MB

Deliver and Inform Inform Sender
Quarantine and Inform Inform Recipient
Delete and Inform Inform administrator



ENCRYPTION

Very few users should need to send encrypted email. Such events could mask various illicit activity. Blockmail effectively deal with the problem by quarantining suspect email.

Inbound Actions

None Deliver encrypted messages as normal
Action Apply actions to all encrypted messages

Deliver and Inform	<input type="checkbox"/>	Inform Sender	<input type="checkbox"/>
Quarantine and Inform	<input type="checkbox"/>	Inform Recipient	<input checked="" type="checkbox"/>
Delete and Inform	<input checked="" type="checkbox"/>	Inform administrator	<input type="checkbox"/>

Outbound Actions

None Deliver encrypted messages as normal
Action Apply actions to all encrypted messages

Deliver and Inform	<input type="checkbox"/>	Inform Sender	<input checked="" type="checkbox"/>
Quarantine and Inform	<input type="checkbox"/>	Inform Recipient	<input type="checkbox"/>
Delete and Inform	<input checked="" type="checkbox"/>	Inform administrator	<input type="checkbox"/>

OVERSIZE

Oversize messages can cause problems for both your bandwidth and the internal mail system. Stop or delay them avoid overloading bandwidth or disk space.

Inbound Actions

None Deliver oversize messages as normal
Action Apply actions to all oversize messages over 10 MB

Deliver and Inform	<input type="checkbox"/>	Inform Sender	<input type="checkbox"/>
Park and Inform	<input type="checkbox"/>	Inform Recipient	<input checked="" type="checkbox"/>
Delete and Inform	<input checked="" type="checkbox"/>	Inform administrator	<input type="checkbox"/>

Outbound Actions

None Deliver oversize messages as normal
Action Apply actions to all oversize messages over 10 MB

Deliver and Inform	<input type="checkbox"/>	Inform Sender	<input checked="" type="checkbox"/>
Park and Inform	<input type="checkbox"/>	Inform Recipient	<input type="checkbox"/>
Delete and Inform	<input checked="" type="checkbox"/>	Inform administrator	<input type="checkbox"/>