

## Rules for E-mail Usage

1. E-mail is a business communication tool and users must use this in a responsible, effective and lawful manner.
2. Users will use ICEGATE email id for official communication. Personal email ids such as Gmail, yahoo mail will not be used for official communications.
3. Users will archive their emails on regular intervals.
4. Users will promptly report all suspected security vulnerabilities or problems that they notice with the E-mail system to the Helpdesk.
5. CBEC has the authority to intercept or disclose or assist in intercepting or disclosing E-mail communications.
6. Users will not use any E-mail account other than the one provided by CBEC (ICEGATE E-mail id) for transacting official information.
7. Language used will be consistent with other forms of business communications.
8. Users will avoid opening mail from unknown users/sources and also avoid opening suspicious attachments or clicking on suspicious links.
9. CBEC will restrict attachments size on the mail system. Outgoing and incoming mail sizes are restricted to 10MB for users.
10. Users are responsible for the content of all text, audio or images that they place or send over the CBEC E-mail/Internet. No E-mail or other communications will be sent which hides the identity of the sender or represents the sender as someone else or someone from other organization.
11. Users will use extreme caution when opening E-mail attachments received from unknown senders, which may contain viruses, E-mail bombs, or Trojan horse code.
12. Users will be prompted to change password after every 90 days.