

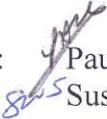


Court Services and Offender Supervision Agency  
for the District of Columbia

Office of the Director

**MEMORANDUM**

TO: ALL CSOSA EMPLOYEES  
ALL PSA EMPLOYEES

FROM:  Paul A. Quander, Jr., CSOSA Director  
 Susan W. Shaffer, PSA Director

DATE: July 13, 2005

SUBJECT: Accessing Personal Email Accounts

Many CSOSA and PSA staff members are accessing their personal email accounts (e.g. @msn, @hotmail, @yahoo, etc.) from their CSOSA/PSA desktops. CSOSA has several security protocols in effect to prevent virus, worm, and spy ware infections coming through the official enterprise Exchange email server. However, when an external email account (also called web mail) is accessed through a web browser (Internet Explorer), these protections are bypassed, and the Agency's network infrastructure is put at risk. It is therefore imperative that, if you access personal email from your office computer, you must take the precautions listed below. Furthermore, all Agency employees are to be familiar with the CSOSA/PSA Policy Statement 2001, *Personal Use of Information Technology Resources*, in effect since 6/22/04, found on the CSOSA and PSA Intranets.

- Do not open any email from a person you do not know. If you are not sure about the sender, leave that particular email unread here at work
- Delete any suspicious email without opening it. This could include an email without a subject from a known sender, or an email with an unusual subject.
- Many email providers offer anti-spam filtering. Activate that filtering on your home account.
- Do not click on any offer for free software, "necessary" software updates, or any other link which may download something to your computer.
- Do not open or download attachments from your personal email here at work.
- Use your home email account to open or download any of the prohibited items noted above.

If every CSOSA and PSA user follows the above precautions when accessing home email accounts, the risk to the Agency's network will be mitigated, but not eliminated. Your computer is a major communications tool. Similar to any other tool, it must be used responsibly. Thank you for your support and cooperation.