

## The cautions in using mail for Faculty and Staff, Kyoto University

Nov. 25, 2016

Office of Electronic Administrative Services, IIMC

The necessary points for the use of mail for Faculty and Staff in Kyoto University shall be fixed as follows based on No.9 from the regulations of use for all-university mail, Kyoto University (by IIMC as of April.23,2012)

### ●Sending and receiving e-mails

Users are required to be cautious of the following for sending and receiving mails for Faculty and Staff.

- (1) E-mails go through several computers on the internet, most of which are not encrypted. Therefore please don't send the confidential information (※1) such as personal information, credit card number and password etc.
- (2) Please check the destination carefully in sending emails. In case you sent to a wrong email address, please ask the receiver to delete the email.
- (3) In forwarding the incoming email, please check the forwarding email address carefully and also check if there is no confidential information (※1) in the text.
- (4) Please use Bcc instead of using To/Cc in sending emails to several people outside the campus if you don't have to share the email address.
- (5) Please refrain from using attached files and prepare for the files with portal, KUMail storage service, integrated shared file service and write the URL or the place of the files for sending. Please consider the place of the files for the confidentiality (※1) in each time.
- (6) In the forwarding setting of the mail for Faculty and Staff, please refrain from forwarding the email to the email address of other than domain of Kyoto University even if it is the email for yourself. If you need to, users should be responsible for the action based on the No.7, chapter 1 of "Regulations of all-university mail" by IIMC as of April.23, 2012.
- (7) Please be noted that you will have the damage of targeted attack or phishing fraud. Don't open the attached files nor the URL written in the text carelessly. (※2).
- (8) If you save a lot of emails in the inbox, the speed for incoming will be delayed or it will cause the high load of the server. Please delete the emails in the inbox regularly and create a folder to move the emails.

※1 : In judging the confidentiality, users should carry out based on the standard of the rating of information fixed in the department or in all-university.

※2 : References

「For the support of targeted attack mail (request) 」 (Announcement as of January.15,2016)