From:	All Staff Message [CO]
Sent:	Friday, 13 March 2015 11:50 AM
To:	[All ACBPS Staff]
Subject:	All staff message—Outlook Autofill changes [DLM=For-Official-Use-Only]
Attachments:	image001.jpg

Integrity, Security and Assurance Division

Outlook Autofill changes

Colleagues,

Over the weekend of 14 and 15 March the Outlook address autofill function on the DIBP and ACBPS email systems will be permanently turned off.

Some staff have accidentally sent email to the wrong people and disabling this function will help to stop this from happening again.

After the change you will need to manually add recipients to any new email you create. This change won't affect
the 'reply' or 'reply all' functions, so please check that you don't accidentally add email recipients who shouldn't be
included.

When you create a new email, you can still select an internal address from the internal address book, but external
email addresses will need to be entered manually. Group mailboxes and individuals can still develop their own
contact lists to manage commonly used email addresses.

Overseas staff when logging in through Citrix will also find the Outlook autofill function disabled. No change is being
made to the DFAT email system.

If you are sending email to overseas posts please select the email address with the suffix (DFAT).

This will ensure they will receive the email and reply to you promptly.

Think about the content of the emails you create. Protective markings are an important part of protecting our information.
We are all responsible for preventing people who don't have a need to know, or the appropriate security clearance from
accidentally receiving information.

For further information contact:

Telephone: s. 47E(d)

Email: s. 47E(d)@immi.gov.au   IT Support Portal: http://itsupport

Telephone: s. 47E(d)   Telephone: s. 47E(d)
Email: s. 47E(d)@immi.gov.au   Email: s. 47E(d)@customs.gov.au

Glenn Peisley
Assistant Secretary Security
Integrity, Security and Assurance Division
Corporate Group | Immigration and Border Protection Portfolio

From:	All Staff Message [CO]
Sent:	Friday, 15 May 2015 10:59 AM
To:	[All ACBPS Staff]
Subject:	All staff message—Changes to email security [DLM=For-Official-Use-Only]
Attachments:	image001.jpg

Integrity, Security and Assurance Division

Changes to email security

In March 2015, changes to the DIBP and ACBPS email systems removed the autofill function in Outlook after several email-related security incidents. Since those changes were implemented, ongoing discussions considered options to further refine the Portfolio's email security.

New security functionality will take effect on Monday, 18 May, re-enabling the email address autofill function and including some additional features.

The changes will:

- check all outbound emails and seek confirmation before the email is sent for any message recipients who do not have a '.gov.au' email address
- stop emails marked 'PROTECTED' from being sent to an email address that is not registered with Fedlink as a protected email domain
- restore the autofill function for email addresses.

This revised functionality will retain email security across the Portfolio while minimising impact on business processes. Overseas staff, when logging in through Citrix will also receive these changes. No change is being made to the DFAT email system.

These changes do not remove the need for staff to consider the content and the addresses of the email. Protective markings are an important part of protecting our information. We all carry the responsibility to ensure that people who don't have a need to know or the appropriate security clearance do not accidentally receive information.

For this update to take effect you will need to reboot your PC or laptop after 10am on Monday, 18 May.

Once the update is complete, if you attempt to send an email to an address that doesn't end in '.gov.au', an on-screen 'pop-up' will provide you with an opportunity to send the email as it is or return to the message to change the address details.

For DIBP email accounts, attempting to send emails marked 'PROTECTED' to a non-protected email domain, the outgoing email policy warning will force you to correct the message.

For Corpnet email accounts, attempting to send emails marked 'PROTECTED' to a non-protected email

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domain, the outgoing protected email policy warning will either remove the invalid address from the email, or force you to return to the message to correct the address list.

Authorised for transmission by

Glenn Peisley   4
Assistant Secretary Security
Integrity, Security and Assurance Division