

“All User” group email recommendations

- There is no way to prevent a user to send an email to all the users in an email system, since the user can build the “To:” list by hand. Once built, the list can be used by anyone who is on the “To:” list.
- This list can be built in a different email system.
- If a global address book is available, the all user “To:” list can be built in couple of seconds; without a global address book, it can still be done given adequate time. It only needs to be built once.

#	Recommendation	Pros	Cons
1	Apply a disclaimer such as the one for OPENCOMM to the All User and alert all employees of proper email etiquette.	<ul style="list-style-type: none"> • No additional cost since disclaimer is already available. • Have successful results after applying to OPENCOMM. 	<ul style="list-style-type: none"> • Cannot prevent users to create their own “All User” mailing list.
2	Remove the current All User mailing group and establish a new emergency notice mailing group but with a limited list of people who can send to it (or change the mailing permission to the current All User group to a list of limited people).	<ul style="list-style-type: none"> • No additional cost. • 	<ul style="list-style-type: none"> • Cannot prevent users to create their own “All User” mailing list. • Need the email system administrator to maintain the list.
3	Educate users to create mail filters in the Outlook mail reader.	<ul style="list-style-type: none"> • No additional cost. • Very effective. • Can block the “private all user mailing list”. 	<ul style="list-style-type: none"> • There is a learning curve. • User needs to periodically update to the filters for blocking new “spammers”. • Filters cannot be established at the system level to block the mail from a member in the system without a “court order”.
4	Use a “Listsrv” system as suggested by Michael Heumann.	<ul style="list-style-type: none"> • Messages can be screened before being sent out. 	<ul style="list-style-type: none"> • Recipient needs to actively subscribe to be on the Listsrv, therefore it may not reach all members in the email system. • Needs software, hardware, and maintenance costs. • Needs to select a committee to perform the moderator function. • Potential delay if the moderator is not available. • May cause privacy issues.

DRAFT

OPENCOMM statistics: (disclaimer installed 7/2006)

2006 Jan-Jun: 859

2006 Jul-Dec: 150

2007 Jan-Dec: 292

2008 Jan-Dec: 212

2009 Jan-Present: 97

All User statistics:

2006 Jan-Dec: 797

2007 Jan-Dec: 732

2008 Jan-Dec: 738

2009 Jan-Present: 645