

"Best Practices" Tips

Here are a few "Best Practices" tips for new DFAIT employees and SIGNET clients:

- Turn off PCs after prompted to do so. Alternatively employees can log-off their account and turn the monitor off.
- Copy all messages and documents of corporate value to CATS.
- Review and clean out the e-mail folders regularly.
- Review and clean out the disk storage space D:\, H:\ and I:\ drives regularly.
- Create an "Out of Office Assistant" message when absent.
- Include a classification/designation on all messages.
- Label all diskettes with the correct classification and designation.
- Do not share your password.
- Scan regularly for viruses all documents you download from the Internet or Bulletin Boards and attachments to e-mail messages.
- Consult the Internet for departmental guidelines on the use of the Internet.