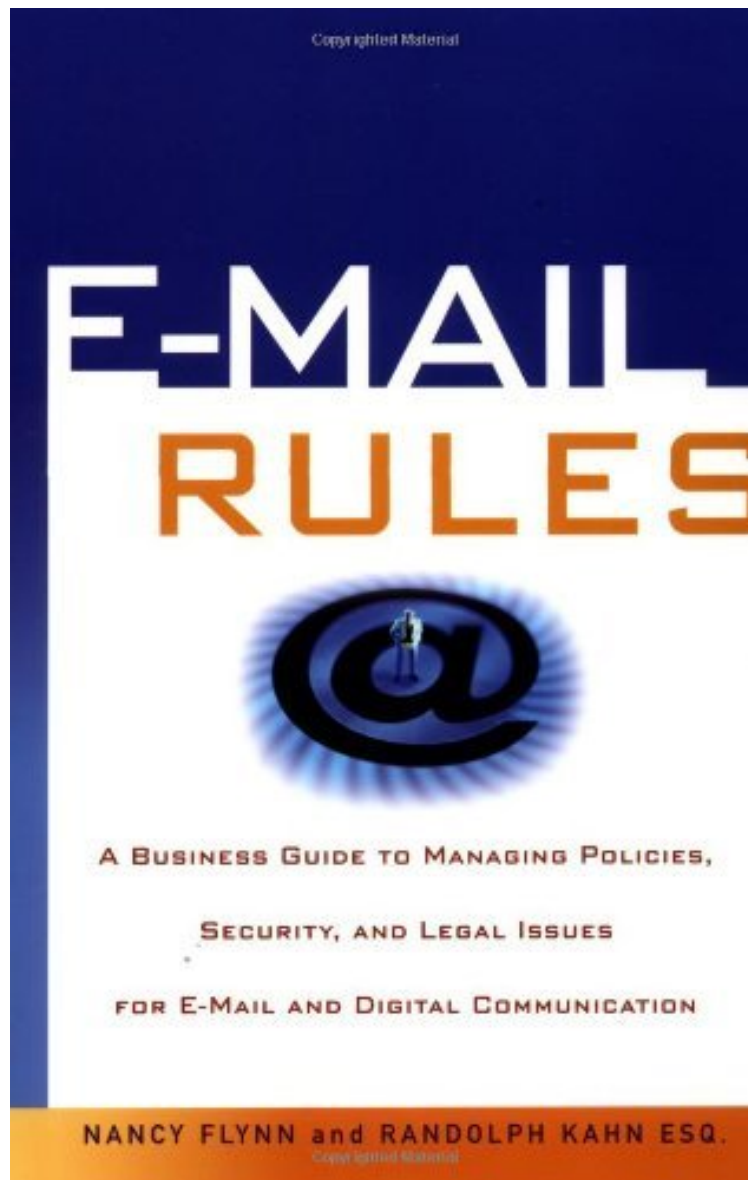


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## E-Mail Rules: A Business Guide to Managing Policies, Security, and Legal Issues for E-Mail and Digital Communication

*Nancy Flynn, Randolph Kahn Esq.*

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All companies rely on e-mail as a critical business tool, but few have considered the policies and systems necessary to safeguard their interests. Important information including transaction details, trade secrets, and confidential documents contained within messages are business assets with serious legal and financial implications. If an organization is to be safe, it needs a practical system for handling everything that comes intomdash;and leavesmdash;its computers. A toolkit for protecting any companysquo;s electronic capital, E-Mail Rules shows how to:\* Use technology, policy, and employee training to minimize the loss of data\* Create enterprise-wide retention rules for the saving and disposal of messages\* Gain control of transmission and ensure a secure electronic environment\* Develop strategies for related technologies like instant messaging, list serves, and online chatE-Mail Rules shows readers how to maximize the effectiveness of their organizationsquo; e-mail systems, and put an end to lost or compromised information.

Business Law Today: ""A well-organized guide to implementing e-mail risk management.Rather than a legal treatise, this is a book the lawyer may read to communicate with clients; or the general counsel reads and suggests that the outside lawyer, officers, CTO and head of HR read, so they can all be on the same page. Protection of e-mail records and systems is a complex interdisciplinary efforts, and this book can help get to common ground."" Idquo;The best parts of this book are the real-life examples that provide anecdotal support for the sensible rules put forth.rdqquo; mdash; ComputerWorld Idquo;E-Mail Rules provides a business guide to managing policies, security and legal issues for e-mail and digital communications.rdqquo; mdash; Wall Street + Technology Idquo;If you worry about liability and compliance with the law, this book provides the lsquo;rulesrsquo; you need to implement in your organization to control e-mail use and abuse.rdqquo; mdash; Online magazine Good advice abounds for executives, managers, and line employees.rdqquo; mdash; Library Journal Idquo;Clearly explains how to create email rules and policeshellip;[this] practical, readable guide also provides strategies for dealing with spam, instant messaging, Listserv and chat.rdqquo; mdash; Transform magazine About the Author Nancy Flynn (Columbus, OH) is the author of The ePolicy Handbook (0-8144-7091-2) and Writing Effective E-Mail Randolph Kahn, Esq. (Highland Park, IL) is an internationally

recognized expert on the legal, risk management, and policy issues of information management.