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What is your preferred way to communicate?

We have an undergraduate on work experience. Alice is researching your preferred communications channel.

Is it email? Do you prefer social media eg Twitter and Facebook which bring their own security challenges?

If you have five minutes we would appreciate your feedback with our survey [click here](#)

There will be a free copy of the 'Brilliant Email' book available to a few participants drawn at random from those who complete the survey.

Dear reader,


Super injunctions leaked through Twitter and the hacking of Sony's PlayStation database have dominated the press over the last few weeks and almost over shadowed the 'News of the World' phone hacking scandal. Each story reminds us how prevalent and expensive cyber crime has become. You can have the very best and most sophisticated technology to prevent such breaches of security and confidentiality, but at the end of the day we (the users) are the weakest link. This e-briefing focuses on how to manage the user risk to your organisation.

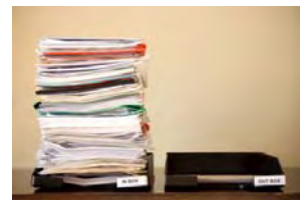
One of the first actions is to ensure your Acceptable Usage Policy (AUP) is up-to-date and covers social media. Use our free 'Acceptable Usage Policy' benchmarking tool to assess the vulnerability of your business. See: [AUP benchmarking tool](#)

Kind regards, Monica

Tips of the month

Email security - manage the risk of leaking sensitive data

Email is one of the easiest ways to leak confidential and sensitive data. See the recent post from the [Mesmo Consultancy Blog](#). 



Here are **three** essential tips to manage the risk of accidentally leaking confidential data through email and social networking.

1. Check very carefully to whom you are sending your email. The automatic address function makes it so easy to send highly sensitive emails to the wrong 'Jane Smith'.
2. Clean attachments before sending, for example track

Articles of note

How would you like an empty inbox? It can happen - see '[Simply Brilliant](#)' from Dorset Business.

Three recent useful reviews on cyber crime:

[Cyber crime now costs more than physical crime.](#)

[Data breaches: loss of business biggest cost.](#)

[A value proposition for IT security.](#)

Brilliant Email - the book

Copies can be purchased either from bookstores or directly from us for £10.00 (£8.89 plus £1.11 postage & packing).



Email [Susan](#) to order a copy.

Contact points

Phone: 01202 434340

Email: [Monica](#) or [Susan](#)

Web: [Mesmo](#)



changes, comments, and hidden columns. Preferably send attachments as a PDF rather than 'raw' Word, Excel files etc.

3. Only include facts in emails. Avoid including opinions which can be disputed.

Do you need to discuss how to protect yourself and your business from cyber crime caused by careless use of email and social networking?

Events

Brilliant Email Master Classes

Lasting ninety minutes and costing £65 person plus VAT these can save you up to one hour a day every working day. How's that for a return on the investment in your time and money?



The next one is **4 July at 9.30** - Bournemouth, Dorset.

Alternatively these make an excellent in-company 'lunch and learn session'.

For more information or to book a place on a Brilliant Email Master Class, contact Susan either by phone on 01202 43 43 40 or by [email](#).

A Touch of Culture - 1 July, London

This is an exciting new networking event from [pa-assist.com](#) at the Thistle Hotel Marble Arch.

Office 2011 - September 15 & 16 at Earls Court, London

This is now *the* event for the discerning PA, EA and Office Manager who wants to keep up and stay one step ahead. There is a great line-up of speakers, workshops and exhibitors.

For information about these events see the [Mesmo website](#).