“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.

<table>
<thead>
<tr>
<th>#</th>
<th>Recommendation</th>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
</table>
| 1 | Apply a disclaimer such as the one for OPENCOMM to the All User and alert all employees of proper email etiquette. | • No additional cost since disclaimer is already available.  
• Have successful results after applying to OPENCOMM. | • 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). | • No additional cost.  
• | • 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.               | • No additional cost.  
• Very effective.  
• Can block the “private all user mailing list”. | • 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.                       | • Messages can be screened before being sent out.                   | • 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. |
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