The Email

Presenter Notes

- Before the presentation, watch *The Email* video and fill out the bottom portion of this Job Aid. Some starting ideas are listed, but add more ideas that may be pertinent to your program.
- Prepare the audience for the video. Find a great transition to let them know they are getting ready to watch a CDSE training video.
- Relate the content of this video to the audience (examples below):
  - ➢ We've been pretty good in regards to security incidents lately, so I thought I would show you this CDSE video to see just how good we are at spotting some common security mistakes.
  - ➢ We've had a few examples of security incidents over the past year, so I wanted to show this quick CDSE video as an opportunity for us to see and identify a few common errors throughout the security world.
- Let the audience know that you'll be soliciting feedback after the video:
  - ➢ After the video, we'll go over a few of the items that we noticed in the video.
- Show the video
  - ➢ For maximum retention, it is recommended to show the video twice to give everyone the opportunity to see some of the more subtle mistakes made in the video.
  - ➢ Refer to the lists that you created below to help foster discussion.
  - ➢ A useful way in which to encourage audience participation would be to have "rewards" that you can give participants for their contribution.

For additional resources, go to the SAP Toolkit at http://www.cdse.edu/toolkits/sap/index.php

Errors Found	Prevention
- Customer sent classified email via unclassified network	- Ensure that employees know the procedures for data spills
- Employee forwarded a suspected classified email via unclassified network	- Employees should understand open storage policies, if allowed, and how they are applied
- Employee pulled classification guide from a file cabinet (depends on local policies)	- Employees should report any security incidents to the CPSO/GSSO/PSO immediately
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