

Before you put your company's information in a content BLACK HOLE...

STOP, THINK & SHARE



1. STOP

Don't share ANY document before considering the following...



2. THINK

Does this document contain confidential, proprietary or sensitive information that may harm the business or violate corporate policy, such as:

YES

NO

Does the file violate our corporate email file size restriction?

YES

NO

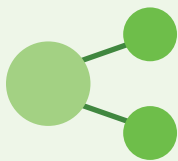
SHARE VIA A SECURE METHOD

Our Corporate and IT-Approved Sharing Tool(s)

OK TO EMAIL

Email

Convenient
BUT
rarely suitable for sensitive content and has file size restrictions



3. SHARE

If you are in doubt about which sharing tool is appropriate for your content, please contact IT.

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