

From: Haltiwanger, Katherine
To: Haltiwanger, Katherine <KatherineHaltiwanger@gov.sc.gov>
Date: 8/21/2013 2:48:23 PM
Subject: FW: Outlook Change

Please see below.

Thanks,
Katherine

From: Rasmussen, Richard
Sent: Wednesday, August 21, 2013 2:41 PM
To: _OEPP - OEPP All
Cc: Haltiwanger, Katherine
Subject: Outlook Change

This afternoon, you may notice that your Outlook will no longer auto lookup e-mail addresses when you start typing in the name of the recipient. This is being disabled on your Outlook client per instructions from Gov. Haley's cabinet meeting yesterday. From now on, you will need to click on the "To..." and select the individual(s) from the address book. Alternatively, you may type the e-mail address in from memory if you know it.

The purpose of this change is to prevent sending e-mail with PII, PHI, or other confidential information to the wrong person.

Initially, this will affect only office 2010/Outlook 2010 users. However, we expect this change to be propagated to Outlook 2007 later today or tomorrow.

Also, you should be aware that this change will only happen automatically for those who log into the network. Those users located in remote offices, such as the GAL and COC remote offices will receive an e-mail tomorrow with instructions on how to implement this change on their computer.

If you have questions on this please call Charles Erwin or me.

Richard L. Rasmussen
Director of Information Technology
Phone: 803-734-4511