

## Webmail Usage Policy

The Adept Internet Webmail system was created so as to allow Adept's clients to send and receive email via a web-based interface. This ensures that any client can have access to their mail from any web browser and on any PC or web-enabled device that supports a browser.

### Webmail Rules

- Sending of unsolicited bulk email (UBE) or commercial messages (UCE) is prohibited
- This includes, but is not limited to, bulk mailing of commercial advertising, informational announcements, charity requests, petitions for signatures, and political or religious tracts; such material may only be sent to those who have explicitly requested it
- Using your email account to collect responses from unsolicited bulk or commercial email is prohibited
- Sending mass unsolicited mail or deliberately sending very large messages or files to one or more recipients ("mailbombing") is prohibited
- Forging or removing email headers is prohibited
- Use of email to harass or intimidate other user is prohibited; harassment, whether through language, frequency of messages, or size of messages, is prohibited
- Sending a single unwelcome message may be considered harassment; if a recipient asks to stop receiving email from you, you must not send that person any further messages
- You may not forward or otherwise propagate chain letters, whether or not such messages solicit money or other items of value, and whether or not the recipient wishes to receive such mailings

### Webmail Restrictions

- Password checker
  - All email addresses with insecure passwords will not be able to log in to the webmail system - e.g. support@adept.co.za with the password "support"
- Incorrect login blocker
  - After 5 incorrect login attempts, your webmail access will be blocked for 10 minutes, and if you keep on trying to log in unsuccessfully, the ban will be incremented 10 minutes for every 5 failed attempts
  - This restriction is done on an IP-based system and not on login username
- Email recipients / size restrictions
  - Users are allowed to send mail to a maximum of 10 recipients every 5 minutes; this limit is per total recipients of all emails, thus 1 email with 10 recipients is treated the same as 10 separate emails
  - The total size of email may not be above 20MB
  - This restriction is done per email account and not on an IP-based system