

Group Email Creation - Policy & Procedures

1.0 Purpose

- 1.1 This document outlines the guidelines for creating and managing email groups within the Microsoft Admin Center. The purpose is to restrict the creation privilege of group email to designated administrators to maintain security and organizational consistency.

2.0 Scope

- 2.1 This policy applies to all AUIB employees and stakeholders, owners of group emails.

3.0 Definitions

- 3.1 Email group - a collection of email addresses grouped under a single identifier.

4.0 Policy

- 4.1 Users who require new email groups should submit a request to the IT department. The IT administrators will review and evaluate the request before creating the group. The request must include the Identity Card template for each of the group emails (Appendix A).
- 4.2 Administrators must ensure that email groups are configured with appropriate security and privacy settings, taking into consideration the sensitivity of the group's content.

5.0 Procedures

- 5.1 Only IT administrators, designated with explicit permission, are authorized to create new email groups within the AUIB Microsoft Admin Center.
- 5.2 IT administrators will ensure that each group aligns with the organization's naming conventions, purpose, and security standards.
- 5.3 IT administrators will regularly audit and monitor email groups to identify any discrepancies, unauthorized changes, or security vulnerabilities.
- 5.4 Group members will have permission to add or remove members, change group settings, and contribute to group discussions.

Related Policies and Documents

Records Management Policy
Data Classification Policy
IT Access Control Policy
Privacy Policy

Appendices

Identity Card Template

Appendix A - Identity Card Template

Ln#	Criteria	Response/Value
1	Group ID (@auib.edu.iq)	
2	Group display name	
3	Group type	
4	Group purpose	
5	Group owner	
6	Group members (separated by ",")	
7	Signature (personalized, or without)	
8	Should the group be able to send emails to AUIB people?	
9	Should the group be able to send emails to external parties?	
10	Who are the members who might send on behalf of the group?	
11	Who are the members who might send as the group name?	
12	Should the group be able to receive emails from AUIB people?	
13	Should the group be able to receive emails from external parties?	