

eServices For You

e-Mail Attachment Policy



All of the attachments that are listed below and banned are considered, in simplistic form, programs. What this means is that by clicking on them, (sometimes you don't have to even do that,) they will take some kind of action. That action could be as simple as popping up a carton on your desktop, to sending all the data in your computer to a different computer, to reformatting your hard drive. While most may be harmless, we have to error on side of safety and security for your protection.

Here is the list of banned attachments by their file extension:

➤	app	Executable Application	Added 02/08/06
➤	asp	Active Server Page	
➤	b64	Base64 MIME encoded file	Added 02/08/06
➤	bas	BASIC Source Code	Added 02/08/06
➤	bat	Batch Processing	
➤	bhx	BinaryHex Compressed file	Added 02/08/06
➤	ceo	File associated with Winevar virus	
➤	chm	Compiled HTML Help	Added 02/08/06
➤	cmd	Command/Batch File	
➤	com	Command	
➤	cpl	Windows Control Panel Extension	
➤	csf	csf Script	
➤	emf	Enhanced Windows Meta file	Added 02/08/06
➤	exe	Executable File	
➤	fxp	FoxPro Compiled Source (Microsoft)	
➤	hlp	Windows Help File	Added 02/08/06
➤	hqx	MAC BinaryHex Compressed file	Added 02/08/06
➤	hta	Hypertext Application	
➤	js	JavaScript Source Code	
➤	jse	JScript Encoded Script File	
➤	ksh	UNIX Shell Script	Added 02/08/06
➤	lnk	Windows Shortcut File	
➤	mim	Multipurpose Internet MIME file	Added 02/08/06
➤	mme	Multipurpose Internet MIME file	Added 02/08/06
➤	msi	Windows Installer File (Microsoft)	
➤	mst	Windows Installer Patch	
➤	mst	Windows SDK Setup Transform Script	Added 02/08/06
➤	ops	Office Profile Settings File	Added 02/08/06
➤	pcd	Visual Test (Microsoft)	Added 02/08/06
➤	pi	File associated with some Sobig viruses	
➤	pif	Windows Program Information File	
➤	pps	Power Point Show (Microsoft)	
➤	prf	Windows System File	Added 02/08/06
➤	prg	Program File	Added 02/08/06
➤	reg	Registry Data File	
➤	scf	Windows Explorer Command	Added 02/08/06
➤	scr	Windows Screen Saver	
➤	sct	Windows Script Component	
➤	shb	Windows Shortcut into a Document	
➤	shs	Shell Scrap Object File	
➤	sis	Cell Phone Configuration file	
➤	url	Internet Location	
➤	uu	Compressed Archive file	Added 02/08/06
➤	uue	Encoded Compressed Archive file	Added 02/08/06
➤	vb	VBScript File or Any VisualBasic Source	
➤	vbe	VBScript Encoded Script File	
➤	vbs	VBScript Script File	
➤	wmf	Windows Meta File	Added 02/08/06
➤	vsmacros	VS .NET Binary Macro Project	Added 02/08/06
➤	vss	Visio Stencil (Microsoft)	Added 02/08/06
➤	vst	Visio Template (Microsoft)	Added 02/08/06
➤	vsw	Visio Workspace File (Microsoft)	Added 02/08/06
➤	ws	Windows Script File	Added 02/08/06
➤	wsc	Windows Script Component	
➤	wsf	Windows Script File	
➤	wsh	Windows Script Host Settings File	

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If you send or are sent an e-mail with an attachment that has one of these extensions, you will receive an automatic e-mail explaining that the e-mail message did not go through.

If you have to send or receive a file with one of these extensions, this is what you will have to do:

NOTE: Do to the use of zip and other such files by the newest breed of viruses, please note the following: Normal zip type files containing one or more of the above listed files will be banned. You will have to follow the instructions below.

1. Compress (zip) the file using WinZip or other such program. You must then rename the resulting files extension to something else like .moc.
2. Change the extension. You could do this by right-clicking on the file, and rename. A suggestion would be to rename only the extension to something else, like .moc, then in the body of the message, instruct the recipient on what to change the extension to.

NOTE: rar files are treated the same way as zip files and password protected rar files are treated the same was as password protected zip files.

Please note: From time to time we may have to temporarily block normal legitimate extensions do to a virus outbreak or other immediate threat. If that happens, you will receive a notice of a blocked file and can follow the instructions listed in the notice to request the file be requeued for delivery.

But how do those steps prevent problems?

In two ways: The first, by causing you to take extra steps. If it is something you really need, you will take that time. But if it is not something you really need, you might just ignore it, and therefore it can not harm your computer. The second, by allowing more time for your Anti-Virus software to scan the file under it's Real-Time file protection feature. (You do have your Anti-Virus software up to date, don't you? Our definition of up-to-date is checking for updates weekly.) Of course, you should always do a manual scan of any file coming in to your computer, just to be sure.

This helps to keep the bad stuff out while allowing you to get what you need.

Remember, security is supposed to make things difficult; otherwise the bad guys can get in easily.

Thank you for your continued support and understanding.

This policy is subject to period review and revision. The most recent up-to-date version can always be found at:

<http://www.eservicesforyou.com/documents/emailattachments.pdf>