Learning Minute:

**Majordomo email list risks**

*Based on true stories from real life at SNL*
What Happened

Gerald belongs to a Majordomo* email group at SNL. Gerald doesn’t realize that Outlook does not display the presence of external e-mail addresses in a Majordomo list. Gerald sends an OOUO message to his Majordomo list without realizing that some of the recipients have non-Sandia email addresses.

*Majordomo is a program that automates the management of distribution lists. Lists are created and stored on a list server and are accessible through Outlook and other email utilities.

What concerns do you see with this situation?
Think

- Does everyone on the Majordomo list have a need to know (NTK) the information being sent?
- Does the information need to be protected?

These questions should be considered for all types of information.
Assess

- An email list that does not identify the recipients puts the sender at risk.
- An adversary may have access to sensitive information sent via email.
- Unprotected information may be the missing piece needed by an adversary to create a complete picture.
- Any lost information could harm Sandia’s reputation or national security.

Protecting Sandia’s information keeps everyone safe!
Protect

To ensure *whatever happened doesn’t happen again*, follow these steps:

- Ensure that any sensitive information sent via email is sent to an OUO-safe mailing list for sandia.gov addresses only.
- When in doubt, verify with CCHD.

These OPSEC countermeasures help ensure that information is protected and not inadvertently sent to those who do not have NTK.
Final Thoughts

Careful consideration must always be given when determining what information may be shared with co-workers, colleagues, collaborators and other audiences. Ensure that the audience has a need-to-know before sending out sensitive information.

By *thinking* about our information, *assessing* vulnerabilities, and implementing *protections*, we protect ourselves and our information.

Think. Assess. Protect.
Questions? Ideas?

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Contact the Communications Team at securityed@sandia.gov with ideas and suggestions for future topics.