

Minimum Requirements of Email

As part of Northern Grid's fully, accredited managed service, the Email provision delivered to users should provide the following as a minimum set of requirements to meet Accreditation standards.

- At least one mailbox per person within the end user organisation
- Mailbox size has to be a minimum of 20 MB
- Attachment size has to be a minimum of 5 MB
- Address Anonymity has to be available [e.g., full names and year details should NOT be used. Example: j.bloggs@school.org.uk is fine but joe.bloggs@year1.school.org.uk is unacceptable
- Incoming and Outgoing emails messages with inappropriate words in either the subject and the message body must be filtered
- Email Messages sent internally with inappropriate words in either the subject and the message body must be filtered
- The Inappropriate words list must have the capability of being updated as and when its required either centrally or locally
- Emails infected with a Virus or virus infected attachment must either have the infected file removed or the entire email blocked.

These standards identify only the minimum requirements for an appropriate accredited email system for schools and Northern Grid recommend that you do not accept less than these standards. Using an email provision which does not meet these minimum standards infringes and negates the approved managed service standards of Northern Grid for Learning.

If you are having difficulty achieving these standards with a chosen email supplier please contact Northern Grid on **0191 4611844** for advice on suppliers that easily meet these standards.