**Extension of project**

With the introduction of the new technology and network at Field’s Accountancy, several operational issues became evident.

The challenges our management team identified were:

**Issue 1**

Our company does not have policies and procedures for the safe use of digital communications. Could you develop a set of these that would direct our future activities? We believe we need policy position on:

* Safe Internet Use

**Issue 2**

Our staff are making use of any form of digital communication to contact our clients without any apparent structure or consistency. Our management team is concerned about the following communication related issues:

* The protocols and methods not being consist over time or across different staff members.
* The security of the information they are sharing with clients.
* The lack of records of this communication which will cause difficulties and vulnerabilities in the future.
* Identify purpose and methods of digital communication.

Please provide advice on these topics to our management team in the form of a short report.

**Issue 3**

Would you please provide advice on what settings we should have on our work stations’ Operating System to maximise their protection from potential hackers and malware.

Please develop a communication process for this information using the following methods:

* A brochure displaying the setting areas and their configuration.
* A presentation (PowerPoint) showing how to be how to identify possible spam and how to set Outlook settings to minimise its collection in worker intrays.

**Issue 4**

We would also like recommendations on what antivirus software to install on each our workstations. Please provide a recommendation and a brief explanation as to why the recommended product is the best for our company.