

# Outbound Email Policy

Institute for Advanced Study

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## 1 Executive Summary

To comply with industry best practices, and to ensure a safe and reliable computing environment exists for the Institute community, the Institute for Advanced Study (IAS) Computing group has established the following policy regarding outbound email.

Although IAS provides free Anti-Virus software<sup>1</sup> and diligently updates its campus desktop computing environment, virus infected computers in the IAS Residential, Wireless and Campus computing spaces have been known to send outbound spam. Computers originating at IAS that have sent spam have caused Internet watchdog groups to publish complaints against IAS and have caused IAS Internet addresses to be added to "blacklists". These blacklists are used by sources around the world to lower the trust level of emails coming from IAS. To prevent this interruption of legitimate service, IAS blocks outbound email<sup>2</sup> that does not pass through its email infrastructure for spam and virus analysis. This follows the practice of many Schools and Internet Service Providers (ISPs) in order to limit the impact of outgoing spam from IAS.

## 2 Policy

The list below in Section 5 identifies the approved outbound email gateways. These gateways will scan for spam and malware<sup>3</sup> and block malicious emails from being distributed. All other outbound connections on port 25/tcp will be dropped.

## 3 Enforcement of This Policy

The IAS Network and Security Officer is responsible for enforcing this policy.

This policy is enforced by the Institute's firewall cluster.

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<sup>1</sup><https://security.ias.edu/personal-anti-virus-protection>

<sup>2</sup>Outbound email is defined as TCP port 25 traffic

<sup>3</sup>Malware stands for MALicious softWARE and refers to Virii, Trojans, Worms, Spyware, Adware or any software that is intended for malicious purposes. The term combines all of these into a single category.

## 4 Changes to The Guidelines

The Strategic Planning Committee (SPC) is responsible for maintaining the *Outbound Email Policy*. The SPC must notify computing staff of changes to the *Outbound Email Policy*. The SPC may make changes to *Outbound Email Policy* whenever necessary.

## 5 Allowed SMTP Gateways

- smtp.ias.edu - implemented 2015-09
- pps.ias.edu - implemented 2015-09
- pps3.ias.edu - implemented 2015-09
- pps4.ias.edu - implemented 2015-09
- ~~pps1.ias.edu~~ - deprecated 2015-09
- ~~pps2.ias.edu~~ - deprecated 2015-09
- ~~smtp.resnet.ias.edu~~ - deprecated 2015-09
- ~~smtp1.ias.edu~~ - deprecated 2011-12
- ~~smtp2.ias.edu~~ - deprecated 2011-12
- ~~mx1.ias.edu~~ - deprecated 2011-12
- ~~mx2.ias.edu~~ - deprecated 2011-12