

Catlin Gabel Personally-Owned Mobile Devices Guidelines

Please initial each statement and sign and date below to acknowledge your understanding of these guidelines.

_____ Catlin Gabel provides access to its email services through personally owned mobile devices (cell phones, Blackberrys, iPhones, Palms, etc) as a courtesy to Catlin employees. Catlin Gabel IT will provide the settings necessary to connect to our email services. It is my responsibility to configure my personally owned mobile device to connect to Catlin email. If I have difficulty with this, I will contact my provider.

_____ I understand that Catlin Gabel IT does not have the manpower to support or troubleshoot personally owned mobile devices and I am responsible for any issues regarding support or connection to Catlin Gabel's email service.

_____ By connecting my mobile device to Catlin Gabel's email service, I understand that my device will contain copies of all my Catlin Gabel email messages including those that could be considered confidential.

_____ I understand that Catlin Gabel only supports connections to its Exchange server over specific, secure protocols.

_____ I will make sure I know what version of software is running on my device and ensure that is compatible with these protocols before attempting to connect to Catlin Gabel's email service.

_____ I will make every effort to prevent unauthorized access to the Catlin email on my mobile device by knowing the mobile device's whereabouts and who is using it. I understand that the mobile device may have a locking feature which I can activate to provide additional security.

_____ I will find out if my mobile device service has remote data erase capability and I will find out what steps are needed to activate this service in the event my mobile device is lost or stolen.

_____ In the event my cell phone is lost or stolen, I will report this to a member of the IT department either personally or via email within 24 hours. In addition, I will attempt to have my mobile device provider remotely wipe the device's data.

_____ I understand that I will not be reimbursed by Catlin Gabel for any Catlin Gabel business conducted on my personal mobile device.

Printed Name _____

Signature _____

Date _____