1. Open the Project E-mail Internet Policy File.
2. Once you have the document open, save the document as Your Name - E-mail Internet Policy. For example, if your name is John Doe the file would be named John Doe - E-mail Internet Policy.
3. Complete the following edits to the document:
   A. Make sure the cursor is one space above the text "E-mail Internet Policy". You may have to use the enter key to move the text down one line.
   B. On the insert tab, insert an online picture of your choice.
   C. Place the picture above the text "E-mail Internet Policy"
   D. In the Graphics Format tab locate the width command and change it to be 6-inches wide.
   E. Insert a page break after the text "E-mail Internet Policy"
   F. Directly under the image insert the text: Dinner For 2 Restaurant
   G. Change the font to Arial, 48 point size, bold, center aligned
   H. Change the E-mail Internet Policy title to Arial, 32 point size, bold, center aligned
   I. On page two, make sure there is space between the first paragraph and the heading below it that says Scope. Do this by hitting the enter key after the first paragraph.
   J. Repeat the above step for headings: Use Guidelines, Right to Monitor, and Questions.
   K. Apply a Numbered List to the paragraphs located under "The Work to be Completed" heading. Do this by selecting all the paragraphs under the heading, go to the Home tab, paragraph group, select the numbered list command. You should end up with nine paragraphs
   L. Change the paragraph spacing of the document to be 6-point before and after each paragraph by selecting from the heading "Objective" all the way to the end of the document
   M. Go to the Home tab, paragraph group, line and paragraph spacing command
   N. Select Line Spacing Options (the paragraph window opens)
   O. In the Spacing section enter 6 pt in the before and after fields.
   P. Make sure that the option that says "Don't add space between paragraphs of the same style" is NOT selected.
   Q. Click "OK"
   R. Apply bold and underline to each paragraph heading
   S. Complete a find and replace by finding all of the instances where "Company Name" appears and replace it with "Dinner For 2 Restaurant". Note, you should have had 17 replacements.
   T. Ensure that the Margins are set to: Normal – Top, Bottom, Left, Right all at 1": Go to Layout Tab > Page Setup Group > Margins Command
   U. Add a page break so the headings "Right to Monitor" and Questions appear on the final page of the document. You may have to remove an unwanted numbered list item.
   V. Apply a Justify alignment to the headings and paragraph sections of the document
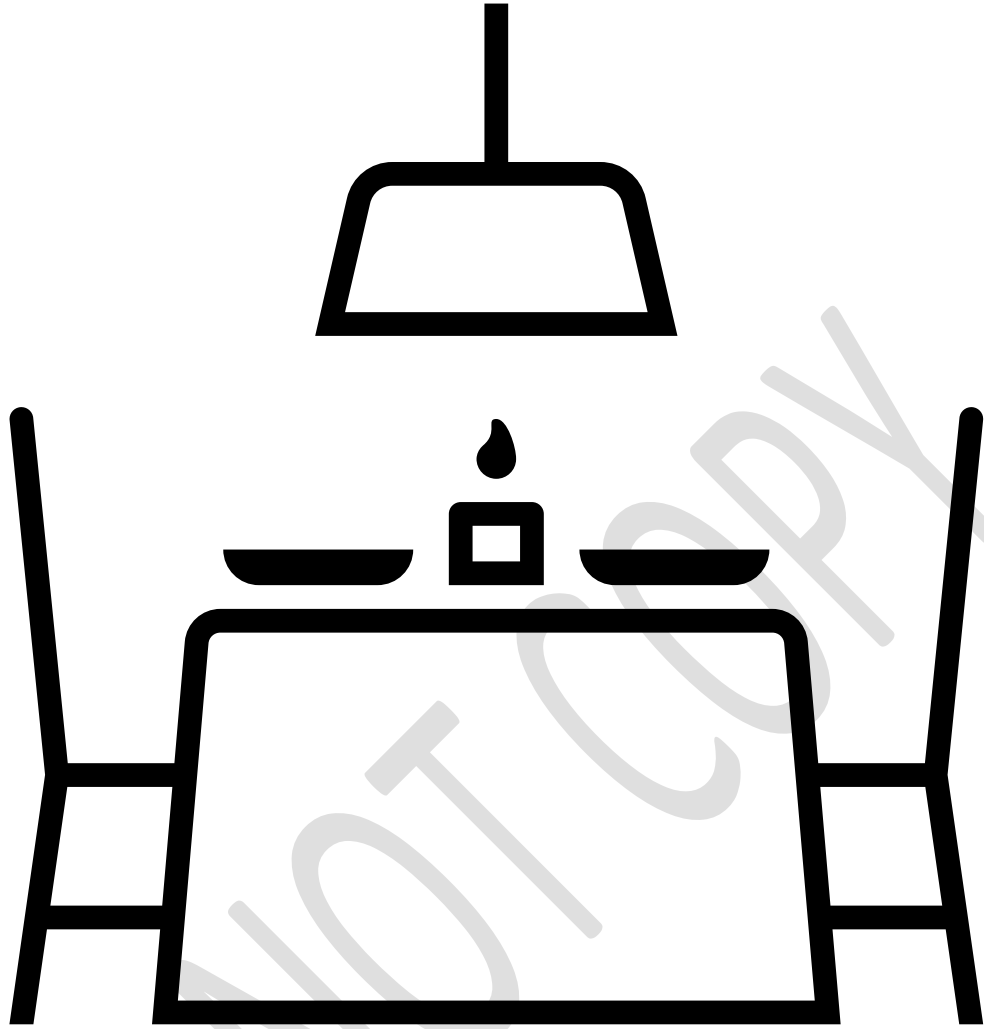
Dinner Four 2 Restaurant

E-mail Internet Policy

Objective

Dinner Four 2 recognizes that use of the Internet and e-mail has many benefits and can make workplace communication more efficient and effective. Therefore, employees are encouraged to use the Internet and e-mail systems appropriately. Unacceptable use of the Internet and e-mail can place Dinner Four 2 and others at risk. This policy outlines the company's guidelines for acceptable use of the Internet and e-mail.

Scope

This policy must be followed in conjunction with other Dinner Four 2 policies governing appropriate workplace conduct and behavior. Dinner Four 2 complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

Use Guidelines

Dinner Four 2 has established the following guidelines for employee use of the company's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

The Work to be Completed

1. All technology provided by Dinner Four 2, including computer systems, communications networks, company-related work records and other information stored electronically, is the property of the company and not the employee. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience.

2. Employees may not use Dinner Four 2's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or illicit nature. No messages with derogatory or inflammatory remarks about an individual may be transmitted. Harassment of any kind is prohibited.

3. Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on Dinner Four 2 or be contrary to its legitimate business interests; and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.

4. Copyrighted materials belonging to entities other than Dinner Four 2 may not be transmitted by employees on the company's network without permission of the copyright holder. Employees must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or "address") of an Internet site with other interested persons for business reasons is permitted.

5. Employees may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and "spamming" (sending e-mail to thousands of users.)

6. To prevent contamination of Dinner Four 2 technology and communications equipment and systems by harmful computer viruses, downloaded files should be checked for possible infection through the IT department. Also, given that many browser add-on packages (called "plug-ins") may not be compatible with other programs and may cause problems for the systems, downloading plug-ins is prohibited without prior permission from IT.

7. Every employee of Dinner Four 2 is responsible for the content of all text, audio or image files that he or she places or sends over the company's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. Dinner Four 2's corporate identity is attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.

8. E-mail and other electronic communications transmitted by Dinner Four 2 equipment, systems and networks are not private or confidential, and they are the property of the company. Therefore, Dinner Four 2 reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

9. Internal and external e-mail, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

Right to Monitor

All company-supplied technology, including computer systems, equipment, and company-related work records, belongs to Dinner Four 2 and not to the employee user. Employees understand the company routinely monitors use patterns, and employees should observe appropriate workplace discretion in their use and maintenance of such company property.

Because all the computer systems and software, as well as e-mail and Internet connections, are the property of Dinner Four 2, all company policies apply to their use and are in effect at all times. Any employee who abuses the company-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state or local laws.

Questions

If you have questions regarding the appropriate use of Dinner Four 2 electronic communications equipment or systems, including e-mail and the Internet, please contact your supervisor, manager, or the IT department.