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	Autore	Flynn Nancy <1956->
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	Nota di contenuto	Intro -- Contents -- Foreword -- Preface -- Getting Started: Assessing Your OrganizationÌs E- Risks -- Introduction -- Forming Your E- Policy Team -- Conducting a Comprehensive E- Audit -- Developing E- Risk Management, E- Security, and E- Insurance Policies to Limit Liabilities -- Cyberlaw Issues -- Developing an Effective E- Risk Management Policy -- A Computer Security Policy to Reduce External Risks -- Using Cyberinsurance Policies to Help Manage E- Risks -- Crafting Effective E- Mail, Internet, and Software Policies -- The Basics of E- Policy Development -- E- Mail Policy Considerations -- A Netiquette Primer for Employees and Managers -- Internet Policy Considerations -- Software Policy Considerations -- Establishing an Electronic Writing Policy for Employees -- E- Writing Guidelines Ensure SpeedyÛ and SafeÛ Communication -- Powerful and Persuasive, Safe and Secure Electronic Writing -- The ABCs of Effective Electronic Business Writing -- Watch Your Cyberlanguage -- Formatting Written E- Policies, E- Mail Messages, and Internet Copy -- Getting Employees On- Board with Your Online Policy -- Rallying the Support of Managers -- Instilling a Sense of E- Policy Ownership among Employees -- Responding to E- Crises and Recapping E- Policy Needs -- Fighting Internet Disaster -- E- Policy Dos and DonÌts -- E- Policy Development and Implementation