



Interoffice Memorandum

To/Attention	IBI Staff	Date	March 24, 2010
From	IT Group	Project No	TO-616
cc	Kai Y Hum	Steno	ml
Subject	Deactivation of Internal FTP Service		

This is a notice to all IBI Staff that the Internal IBI Group FTP site will be decommissioned on Sat. May 22nd due to security concerns.

The internal FTP is accessed via the **ibistaff** username and is home to the **Projects** and **Promotional** folders.

It is recommended that all staff retrieve any data stored under these folders as soon as possible. If sharing of these files is still required it is recommended to create 'external' accounts and re: upload files to the external account. The External FTP Standards can be found on the Info site: <http://info.ibigroup.com/administration/techsupport.asp>). External accounts are maintained.

Users can send an e-mail to ithelp@ibigroup.com if modifications (longer expiration, disable auto-purge...etc) to the standard external account are required, subject to approval.

ALL DATA WILL BE REMOVED & IS NOT RECOVERABLE AFTER May 21st, 2010.