

IM Month 2021: Declutter Challenge

Challenge 2: Contact Information

April 5



Declutter Challenge – Contact Information

Validating that your account information is accurate is important as it plays a key role in the information you access and the information that others may share with you. Confirming your information and subsequent security only contains what you need is an excellent way to support IM&P compliance. When is the last time you looked yourself up?

Government Telephone Directory – This online public [directory](#) contains contact information for staff of departments and other public bodies. To update your information displayed in the telephone directory review the information [here](#).

Active Directory – The information you see when you look for someone in Outlook or Skype for Business is a view into the data within the person’s Active Directory account. Although this information is only available to government staff using the PSQL network it is important that it is accurate for both OCIO as well as the clients we serve. Consider checking the accuracy of the Email Distribution Groups you are a member of as well.

Ensuring your information and subsequent security is accurate in the systems you access is an excellent way to support IM&P compliance.