Email Policy

Scope:

In February of 2017, Information Services began migrating faculty, staff, and students to a new secure, standards-based messaging and collaboration system known as Microsoft Office365. The new system will provide timely, seamless, and integrated access to information through Microsoft Outlook 2016 and Outlook Web Access (OWA). Information Services established standards for the naming of email accounts and the file storage associated with these accounts. These standards apply to students, faculty, staff, and members of the University community who use, access, or otherwise meet the messaging and collaboration system.

Policy:

The purpose of this policy is to standardize the naming of email accounts and the file storage associated with these accounts. Standardizing the naming of email accounts promotes professionalism and increases security (i.e., no more first name-only accounts, generic accounts, etc.). Standardizing the file storage associated with these accounts promotes a reasonable balance between the need for storage, the integrity of the entire messaging and collaboration system, and the cost associated with maintaining the system.

Naming of Email Accounts – Students:

The email account name for students will be the first eight characters of their last name with the two-digit expected year of graduation for a total of 10 characters (e.g., Kent Thompson 2009 = thompson09, Bruce Robertson 2020 = robertso20). Replicas will be resolved by using the first seven characters of their last name and the first letter of their first name (e.g., Kent Thompson 2009 = thompsok09, Bruce Robertson 2020 = robertsb20). The process will repeat until we have a unique name (e.g., Kent Thompson 2009 = thompke09 , Bruce Robertson 2020 = robertbr20). If we still do not have a unique name, the Director of Technical Services will decide what name to use based on input from the Technical Support Manager. Students will not be allowed to change their email account name from the expected year of graduation to reflect an actual graduation year. An alumni email alias will be

added for each student upon their graduation as follows: username@alumni.up.edu.

Naming of Email Accounts — Faculty and Staff:

The email account name for faculty and staff will be the first eight characters of their last name without any punctuation (e.g., Kent Thompson = thompson, Bruce Robertson = robertso). Replicas will be resolved by using the first seven characters of their last name and the first letter of their first name (e.g., Kent Thompson = thompsok Bruce Robertson = robertsb). The process will repeat until we have a unique name (e.g., Kent Thompson = thompken, Bruce Robertson = robertbr). If we still do not have a unique name or if the user objects to the name, the Director of Technical Services will decide what name to use based on input from the customer and the Technical Support Manager.

File Storage:

Students, Faculty and Staff are authorized a maximum of 50 gigabytes (GB) of email storage in Office365.

No Exceptions:

There are no exceptions to the rule. Storage limits are enforced by Microsoft and cannot be altered.

1. **Sanctions:** Accounts and network access may be administratively suspended by the University with or without notice when, in the University's judgment, continued use of the University's resources may interfere with the work of others, place the University or others at risk, or violate University policy. Any violation of this policy by a student may lead to disciplinary charges under the appropriate student disciplinary policy, which may include expulsion or suspension of student status. Faculty and staff violations will be addressed by their respective disciplinary policies and procedures. All known and/or suspected violations must be reported to the Vice President of Operations, who will investigate all such allegations of misuse with the assistance of Public Safety, Human Resources, Residence Life, and/or the appropriate office of the University. Penalties for faculty/staff violators may include: Suspension or termination of access to computer and/or network resources; disabling all computer and/or network services; suspension or termination of employment; and/or criminal and/or civil prosecution. Users of University computing facilities are subject not only to University policies, but also to applicable local, state, and federal laws.