

# EMAIL POLICY

Reviewed 1/2008

## **Policy and procedures regarding the creation, maintenance, and deletion of email accounts.**

Email is the official means of communication between students and faculty and/or administration at Mansfield University. It is the expectation that all official communication will use the Mansfield University email address.

## **Faculty and Staff Accounts**

### **Account Creation:**

All Mansfield University faculty and staff receive an email account, which is created in the following manner:

**Faculty/Staff:** New accounts are created upon notification from Human Resources that you have accepted a position at the University.

All regular full-time, temporary full-time, regular part-time and some temporary part-time employees receive Exchange email accounts. The University may also provide accounts to auxiliary staff at its discretion.

Account usernames are created by using the first digit of the person's first name, and the first seven letters of your last name. Your middle initial may be used to create a unique ID with a maximum of eight characters. Additionally, email "aliases" may be created at a later date, however your username remains the same and is used for login purposes. Faculty and staff email accounts all end with the "@mansfield.edu" domain suffix.

Faculty and staff accounts are allowed up to 300 megabytes of space on our Exchange server.

Email attachments are limited to 10MB. Exchange users are limited to sending messages to maximum of 150 recipients; however options are available to send messages to a broader group. Contact the Helpline for more information.

If you have not received email account information, contact the HELPLine at extension 4357.

We scan incoming email for spam and viruses. The Barracuda Spam Firewall may "Quarantine" any attachments that may be harmful. The system alerts you when a potentially harmful attachment has been received, and will allow you the option to deliver the message if it is legitimate. During extreme virus outbreaks, Campus Technologies reserves the right to block certain attachment types such as ".zip" or ".exe" files.

All employee email accounts are subject to closure without notice 30 days after the person's affiliation with the University is terminated. Since staff accounts are used for university business,

access to them may be restricted immediately upon termination. The Director of Campus Technologies reserves the right to allow continuance of individual accounts beyond 30 days if doing so is demonstrably in the university's best interest. Retiring employees may be eligible for courtesy mail forwarding or in some cases courtesy accounts. Such accounts must be requested and are subject to approval.

## **Student Email Accounts**

All Mansfield University students receive a Mounties email account through WindowsLive@edu after registration for coursework.

- Your Mansfield email account must be used for **ALL** Mansfield University electronic communications about academic matters.
- You are responsible for any announcement or assignment that a faculty member sends to your Mansfield address, and you should check your account on a regular basis.
- Faculty and administration will communicate academic and official information only to your Mansfield email account.
- When you enroll in a SSHE system Blackboard course website for an online course, it is your responsibility to enter your MU email address as the email address for communications.
- New email account names are created by utilizing your last name, first initial, middle initial, and the day of month of your birthday, with a maximum of 20 characters. In the event that this creation scheme results in duplicate Email names, the birth day of month may be changed to a unique number.

**Account Termination (updated):** Graduating students will now be able to keep their Windows Live@edu email account after graduation. Student email accounts may be suspended immediately if a student withdraws (without exceptions) or is dismissed from the University. If a student returns to the University, their account may be reactivated. Graduate students may also permanently retain active use of their Windows Live@edu email account.