

NAME: **Email Policy**  
ISSUING DEPARTMENT Campus Technologies  
ISSUED DATE: January 2003  
REVIEWED DATE:  
APPROVING AUTHORITY:  
DATE REVISED: July 2011

#### DEFINITION

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.

#### PURPOSE

This procedure designates the approved process for the creation, maintenance, and deletion of email accounts.

#### SCOPE

This procedure concerns all faculty/staff and students.

#### FORMS

N/A

#### RESPONSIBILITY

Campus Technologies

#### PROCEDURE

##### **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 1GB of space on our Exchange server.

Email attachments are limited to 16MB. 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 delete any attachments that may be harmful. The University blocks all attachments that can be potentially executed as a file, such as .exe files.

All separated, non-retiring employee email accounts are subject to closure without notice within 30 days after the person's affiliation with the University is terminated. Since staff accounts are used for university business, access to those accounts may be restricted immediately upon termination. Campus Technologies and Cabinet reserves the right to allow continuance of individual accounts if doing so is demonstrably in the university's best interest. Retirees are given the option of continued "Mansfield.edu" mail service after retirement.

### **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.

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.

**Student mail forwarding:** If students decide to forward their campus mail to another off campus address, they do so at their own risk. The University will not investigate or be responsible for messages not being forwarded or transferred to a non-university account.

**Account Termination:** Graduating students will now be able to keep their Windows Live@edu email account after graduation. The University reserves the right to suspend student email accounts at any time 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.

**DISTRIBUTION**

This policy will be distributed through the web and maintained by the staff of Campus Technologies.