Policy Information

Effective Date:
October 25, 2004
Policy Number:
CIO-200
Responsible Unit:
Office of the Chief Information Officer
accessible to employees so authorized. Each unit is responsible to ensure that its employees’ addresses are current.

E-mail addresses will be included in the UA phone directory unless the employee requests otherwise.

**Expectations about Employee Use of E-mail**

Employees are expected to check their e-mail on a regular basis in order to stay current with University-related communications. Unit heads that have exempted employees from the requirement of having an official e-mail account must make arrangements for alternative methods of access to official communications.

**Redirecting of E-mail**

If employees choose to redirect their e-mail from their official University account to an off-campus e-mail account, they do so at their own initiative and risk. The University will not be responsible for the handling of e-mail by non-UA providers. Having e-mail redirected does not absolve employees from the responsibilities associated with official communications sent to their University account.

**Related Information**

See [UA Electronic Mail Policy](http://policy.arizona.edu/information-technology/university-arizona-electronic-mail-policy) for additional information.

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**Source URL:**
https://policy.arizona.edu/information-technology/use-e-mail-official-correspondence-employees

**Links**