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Policy Information

Effective Date:

March 1, 1998

Last Revised Date:

February, 2022

Policy Number:

CIO-200

Responsible Unit:

Office of the Chief Information Officer

Email:

cio-comm-mar@email.arizona.edu [1]

Purpose and Summary

University of Arizona (University) email services support the educational and administrative activities of the University and serves as a means of official communication by and between employees and the University.

Scope

This Policy applies to all employees who are provided email services managed by or for the University.

Definitions

Official University email account is an account in which the address is the NetID with either @arizona.edu or @email.arizona.edu.

Unit email account is any other email account that ends in @arizona.edu.

Policy

University Use of Email

Email is a valid mechanism for official communication within the University. Official email communications are intended to meet the academic and administrative needs of the campus community and may be used to communicate to employees regarding official business that is critical to the operation and function of the University. Unit heads may issue additional Unit email accounts to be used for unit-based communications.

Unit heads may utilize or authorize email to send mass mailings to employees within their unit. All other mass mailings of email are prohibited, unless approved by the Executive Office of the President.

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Official University Email Accounts

All University employees must have an Official University email account. An official University email is issued upon entering into an employee relationship with the University.

The address of the Official University email account will be included in a centrally maintained database accessible to employees so authorized.

Email addresses will be included in the University phone directory unless the employee requests otherwise.

Expectations Regarding Employee Use of Email

Employees are expected to check their email on a regular basis in order to stay current with University-related communications.

Terminating Access to Official University Email Account

Employees who separate from the University for purposes other than retirement or Emeritus faculty, will lose access to their Official University email account and use of their University email address. Retirees may retain use of their Official University email address for ongoing receipt of new email correspondence.

Redirecting of Email

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

Compliance and Responsibilities

All individuals to whom this Policy applies are responsible for becoming familiar with and following this Policy. University supervisors are responsible for promoting and understanding this Policy.

The Office of the Chief Information Officer and University supervisors are responsible for promoting the understanding of the Policy and for taking appropriate steps to help ensure compliance with this Policy.

Related Information*

[Electronic Mail Policy](#) [2]

Revision History*

02/24/2022: this revision includes:

Definitions section:

- Change to the “Official University email account” defined term
- New “Unit email account” defined term

Policy section:

- Changes to University Use of Email, Official University Email Accounts, Expectations Regarding Employee Use of Email sections, and
- Terminating Access to Official University email account section added

10/25/2004: New Policy

Source

URL:<https://policy.arizona.edu/information-technology/use-email-official-correspondence-employees>

Links

[1] <mailto:cio-comm-mar@email.arizona.edu> [2]

<https://policy.arizona.edu/information-technology/electronic-mail-policy>