

# INFORMATION TECHNOLOGY

## Electronic Mail (e-mail) Acceptable Use Policy

Use of electronic mail is becoming an essential communication tool for conducting the business of the University. Like other tools, it can be inadvertently or purposefully misused. These guidelines pertain specifically to the use of electronic mail at the University. Violations may result in disciplinary action.

- All usage should conform to the general [University Computing and Networking Acceptable Use Guidelines](#)
- Do not promulgate chain letters. If you receive one, delete it. Do not send it on.
- No solicitation or commercial use.
- No mass mailings. Large, bulk mailings can swamp the servers and should be avoided.
- Do not send annoying, offensive or otherwise harassing messages.
- Do not forge the origin of e-mail.
- Do not send unwanted messages to unwilling recipients.

*All IT policies and procedures are subject to annual review.*