Policy Summary

Electronic messaging (e-mail) is an essential and enabling application that facilitates the flow of information within the university and with external correspondents. Electronic messaging systems will be managed and protected across the university in accordance with common standards and procedures.

Full Policy Text

For information on this policy, please see: http://www.usg.edu/information_technology_handbook/

Administration of Policy

Mandating Authority:
Administrative Council

Responsible Office(s):
Information Systems and Technology, 13th floor, Commerce Building, 3-4357

Responsible Executive(s):

Policy History

Approving Body: Administrative Council

Rationale or Purpose

The university depends on the availability and responsiveness of e-mail for the normal conduct of university business. The widespread acceptance of e-mail both within the university and as a part of our personal lives as a means of rapid communication and dissemination of information has lead to the availability of a wide variety of consumer and enterprise applications and services. These applications and systems can be purchased and installed often without regard for the necessary ongoing administrative support needed to maintain system integrity and the security or confidentiality of the information conveyed by the system. For the conduct of university business using e-mail, efficiency of operation and maintenance of security can best be achieved by limiting the number of e-mail systems serving the university and by using only enterprise-class systems to supply email accounts.
Indiscriminate mass e-mailing to the university community can quickly tax the capabilities of the processing systems to deliver other messages that may be critical. Additionally, the receipt by university users of excessive numbers of mass e-mailing messages is a work-place irritant and does not promote the efficient use of information systems or human resources.

E-mail does not include instant messaging (IM) capabilities.

**Additional Information**

Original approval date August 4, 2004 by Administrative Council

**Additional Helpful Resources**