



OFFICE OF INFORMATION TECHNOLOGY

EMPLOYEE EMAIL ACCOUNT POLICY

RESPONSIBLE ADMINISTRATOR: VICE PROVOST FOR INFORMATION TECHNOLOGY
RESPONSIBLE OFFICE(S): OFFICE OF THE VICE PROVOST FOR INFORMATION TECHNOLOGY
ORIGINALLY ISSUED: SEPTEMBER 2014
APPROVALS:

APPROVED BY:

[Signature] 9/25/14
Lori L. Temple, Vice Provost for Information Technology Date

[Signature] 9/29/14
John Valery White, Executive Vice President & Provost Date

APPROVED:

[Signature] 9-30-14
Donald D. Snyder, President Date

REVISION DATE: NA

STATEMENT OF PURPOSE

The purpose of this policy is to:

- Facilitate communication among all members of the campus community.
Ensure email services are provided to all employees of the university in support of the teaching, learning, and research mission of the university and the administrative functions necessary to carry out that mission.
Ensure email communications conducted by employees for university business purposes meet statutory requirements for State of Nevada employees.

ENTITIES AFFECTED BY THIS POLICY

Entities affected by this policy include all UNLV employees.

WHO SHOULD READ THIS POLICY

All UNLV employees should read this policy.

POLICY

All university employees will be provided a university-issued email account. University business conducted via email by UNLV employees must be conducted using a university-issued email account. Employees may not redirect email from their university-issued account.

For additional information, including how to request an exception to this policy, refer to the Office of Information Technology's Policies and Procedures web page at <http://oit.unlv.edu/about-oit/policies>.

RELATED DOCUMENTS

Acceptable Use of Computing and Information Technology Resources Policy
<http://www.unlv.edu/sites/default/files/24/Provost-AcceptableUse-1-31-14.pdf>.

Nevada System of Higher Education (NSHE) Computing Resources Policy. NSHE Title 4, Chapter 1, Section 22. <http://www.scs.nevada.edu/default/index.cfm/about-us/policies-guidelines/>.

CONTACTS

Refer to the Office of Information Technology's Policies and Procedures web page at <http://oit.unlv.edu/about-oit/policies> for a list of individuals who can answer questions about the policy.

DEFINITIONS

These definitions apply to these terms as they are used in this policy.

Redirect - Configuring an email account to send messages automatically to a different email account.

University business - Activities carried out in support of the teaching, learning, and research mission of the university and the administrative functions necessary to carry out that mission.

University employees - For purposes of this policy only university employees are defined as all individuals with an employment contract with the university of 90 days or more.

University-issued email account - The @unlv.edu email account provided to all university employees.
