

DEPAUL UNIVERSITY



Email Use Policy

Category: Operations

Responsible Department: Office of the Executive Vice President

Responsible Officer: Executive Vice President

Effective Date: 06/05/2019

Policy Summary

This policy requires the exclusive and responsible use of an @depaul.edu email address and account for all academic and administrative activities undertaken on behalf of DePaul. The purpose of the policy is to

- ensure effective communications;
- increase the likelihood that the university's business contacts can distinguish authentic DePaul email correspondence from malicious email; and
- protect DePaul from unauthorized access to systems, data, or confidential and/or sensitive information.

This policy is not intended to supersede or replace, but should be read with, other university policies, including, but not limited to:

- [Acceptable Use Policy/Network Security](#)
- [Access to and Responsible Use of Data](#)
- [DePaul University Computing Policy](#)
- [Information Security Policy](#)

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Temporary Staff

This policy applies to all full-time faculty, part-time faculty, full-time staff, part-time staff, student employees, and any other individual assigned an @depaul.edu email address.

Student employees must be given and exclusively use an @depaul.edu email for all actions taken on behalf of the university as employees, The policy does not apply to students in any other role or their student email accounts (@mail.depaul.edu).

Policy

DEFINITIONS

@depaul.edu email Information Services provides each DePaul employee (and others, as appropriate) with an email account and "primary email address" CampusConnectID@depaul.edu, where "CampusConnectID" is the individual's login for Campus Connect and most other DePaul technology. "@depaul.edu email" refers to this account and address. "@depaul.edu email" also includes the new "primary email address" if an individual generates a "long DePaul email address," as defined at <https://offices.depaul.edu/information-services/services/email>, employee email resource accounts, university authorized email aliases (such as name@cdm.depaul.edu), and university authorized email services (such as email sent from D2L).

EMAIL USE

1. Official communications from university offices will be sent to the @depaul.edu email account. Employees must review their email on a regular and timely basis. Accordingly, the university presumes employees received all official email messages sent to their primary email address.
2. With the exemption of faculty use of email in teaching, research, and service, all individuals with an @depaul.edu email account must exclusively use their @depaul.edu email address and DePaul's email services for activities taken on behalf of the university. This includes student services; student recruitment; athletics; performances, exhibitions and conferences; hiring; alumni and community engagement; outreach, advocacy, and government relations; marketing and public relations; financial affairs; human resources; and supporting virtual and physical infrastructure and facilities.
3. Individuals with an @depaul.edu email account must responsibly use their account:
 - DePaul uses a message security service for all @depaul.edu email accounts. This service minimizes the spam and malicious email messages reaching an email account, protecting the user and the university. Since an email security service will not capture all malicious email messages, users must remain vigilant in identifying and appropriately handling malicious messages. Information Services has guidelines posted for this and other cybersecurity protections at: <https://offices.depaul.edu/information-services/security/protect-yourself>.
 - Users must only respond to those email messages that they know are legitimately from a trustworthy entity. All must be vigilant to recognize email spoofing fraud attempts, such as email messages forged to masquerade as a student or vendor.
 - Individuals may not automatically redirect emails sent to their @depaul.edu account to a third party email service. Manually forwarding @depaul.edu email is only permissible when in compliance with the [Access to and Responsible Use of Data Policy](#).

- An @depaul.edu account may be accessed from computers and devices not supported by DePaul and/or not on the DePaul network using the Outlook Web App web interface, secure POP3, or secure IMAP4. Information Services provides guidelines at <https://offices.depaul.edu/information-services/services/email/employee-email/accessing-your-email/Pages/default.aspx>.
- DePaul permits personal use of an email account if it does not violate any university policies or otherwise interfere with the legitimate education and business purposes of DePaul.
- DePaul limits the size of an email message. For sharing very large files, DePaul supports several file storage and sharing options, described at <https://offices.depaul.edu/information-services/services/file-storage/Pages/default.aspx>.
- DePaul limits the number of recipients for an email message. Messages to a large number of recipients must use the technology and follow the requirements from the [Email Broadcasts and Other University Communications](#) policy.

Procedures

None.

Divisional Collaborations

Collaborations include:

- Information Services;
- Academic Affairs,
- Faculty Council,
- The Office of the Executive Vice President, and
- The Office of the General Counsel.

Contact Information

Director of Information Security

Website: <http://security.depaul.edu>

Email: security@depaul.edu

Appendices

None.

History/Revisions

Origination Date: 06/05/2019

Last Amended Date: 06/05/2019

Next Review Date: