

 <p>Category: Information Technology</p> <p>Policy applicable for: Faculty/Staff/Student Workers/Affiliates</p>	<p><i>Policy Title:</i> Electronic Mail</p> <p>Effective Date: 06/24/2021</p> <p>Prior Effective Date: 09/25/2019</p>	<p><i>Policy Number:</i> 9.1.4</p> <p>Policy Owner: VP & CDO, Digital Technology Solutions</p> <p>Responsible Office(s): Office of Information Security</p>
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Background

The University of Cincinnati recognizes the vital function electronic mail (email) provides in the daily communication activities of faculty, staff, student workers and affiliates and promotes the appropriate use of university supplied email accounts. The university provides policy guidance in an effort to continue to serve the university community with a robust email system and minimize abuse of assigned email accounts.

Policy

Official university email resources will be provided centrally by DTS. The use or deployment of additional email services, including the creation and/or hosting of an email server using university resources, or to otherwise represent the university is prohibited.

All university business must be conducted using a university assigned email or collaboration account. The use of a personal, or non-university assigned email account to conduct university business is prohibited. Student workers that do not receive or transmit Restricted data via email may use their university student email account. Automatic forwarding of email from a university account is prohibited unless explicitly authorized.

Per the [Data Governance & Classification Policy](#) Restricted data must be encrypted if sent via email.

If a third-party mailer service is utilized, it must be registered with the Office of Information Security. Failure to register the use of the third-party mailer will result in emails being labeled as external mail or identified as spam. Logins for third-party

mailer applications and/or services must be protected by the use of multifactor authentication.

The close relationship between the University of Cincinnati and select partners creates an exception; therefore, use of these partners' electronic mail systems is permitted for necessary business-related communications (See Related Links: [University of Cincinnati Electronic Mail Partners](#)).

Definitions

Collaboration Account: Any university approved communication tool except email.

Contact Information

Office of Information Security

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Related Links

[University of Cincinnati Electronic Mail Partners](#)

[Acceptable Use of Information Technology Policy](#)

[Data Governance & Classification Policy](#)