

# ~~Single E-Mail~~ Official Email Account for ~~Students and Employees~~

## Purpose

To provide ~~Memorial's faculty, staff, students, retirees and alumni with a single~~ Students with an e-mail address Official University Email Account which is ~~the sole address~~ to be used for all official University email correspondence ~~official university e-mail communication~~.

## Scope

All University ~~S~~faculty, staff, students, retirees and alumni.

## Definitions

**Employee** — ~~All faculty (including adjunct professors, librarians, etc.) and staff members employed by the University.~~

**Official E-mail Address** — ~~The single, unique and verifiable e-mail address provided by Memorial which is to be used by students and employees when they use e-mail to communicate with each other on official University matters.~~

**Official University Email Account** — ~~an account with an email address ending with “mun.ca” (or a Memorial-sanctioned domain).~~

**Student** — ~~Individuals who are registered with the University~~ enrolled at the University for full-time or part-time study in a course approved by Senate.

**Unit** — Academic or administrative unit, as defined in the University Calendar, or any board or other body appointed or elected to carry out University business.

**University** — Memorial University of Newfoundland.

## Policy

### 1.0 General

~~Memorial University of Newfoundland~~ The University ensures that each ~~student~~ Student and employee is provided with ~~a single e-mail address as required~~ an Official University Email Account. Access to the Official University Email Account will be determined based on the Procedure for Provisioning and Deprovisioning Student Access to the Official Email Account.

Official ~~e-mail~~email correspondence from Memorial ~~to Students~~ will be sent only to the ~~Memorial address~~Official University Email Account and not to any other ~~e-mail address~~email account. Memorial is not obliged to accept ~~e-mail~~email from a ~~student~~Student or an employee unless it comes from a ~~valid Memorial address~~an Official University Email Account.

The University has the right to temporarily or permanently disable access to an Official University Email Account for reasons including but not limited to cyber security risks, inappropriate use, and legal requirements.

The University reserves the right to access, examine and disclose any information transmitted or stored in an Official University Email Account, where the University has reasonable grounds to believe such actions are necessary for safety, security, or operational purposes, or to comply with the University's legal obligations.

~~The Memorial address is an e-mail address for life. Upon graduation, students are entitled to retain their e-mail address as alumni. Memorial employees are entitled to retain their e-mail address upon retirement or resignation from the University.~~

~~Memorial reserves the right to delete an e-mail address that has been inactive for greater than one year.~~

## 2.0 Responsibility

~~Academic and administrative units~~Units are responsible for sending any official ~~e-mail~~email communication to ~~employees and students~~ via the ~~Memorial e-mail address~~Official University Email Accounts. ~~They are encouraged to use e-mail as the means of communication wherever feasible.~~

~~Students and employees~~are responsible for ~~reading official university e-mail from their Memorial address~~accessing and reading email from their Official University Email Accounts a regular basis. ~~Individuals should read their e-mail~~at least once per week except where their circumstances (leave, travel to remote areas, etc.) prohibit this. ~~All individuals~~Students ~~on ts~~ should be aware that ~~e-mail~~email communications may be time sensitive and that failure to appropriately check ~~e-mail~~their Official University Email Account will not exempt them from any responsibilities associated with the ~~e-mail~~email correspondence.–

~~Address~~Account holders are required to promptly report any technical difficulties that preventsprevent them from sending or receiving email with their ~~e-mail address~~Official University Email Account to the Office of the CIO Service Desk ([www.mun.ca/cio/support/](http://www.mun.ca/cio/support/)). ~~that prevents them from sending or receiving e-mail~~email.

## 3.0 Email Forwarding

Students who choose to forward and read their ~~e-mail~~email from ~~addresses~~accounts other than ~~the Memorial address~~their Official University Email Account are not absolved from responsibilities associated with any ~~e-mail~~email communication as a result of lost or misdirected

external ~~e-mail~~email. The University will not ~~normally~~locate or recover ~~track down~~ any lost or misdirected external ~~e-mail~~email.

#### ~~4.0 Access to Information and Protection of Privacy Act~~

~~E-mail created and received by employees of Memorial University are subject to the Access to Information and Protection of Privacy Act. Employees must protect personal information in accordance with the Act. As well, the University may be required to provide e-mail correspondence in response to an Access to Information request.~~

### **Related Documents**

[Electronic Data Security](#) Policy  
[Appropriate Use of Computing Resources](#) Policy

~~Information Management Policy~~

### **Procedures**

- ~~Procedure to Issue Memorial University E-mail Address~~

## ~~**Procedure to Issue Memorial University E-mail Address**~~

~~By acceptance to Memorial University, **Information Technology Services** or designated computing authority for other Memorial campus locations will issue each student an official e-mail address.~~

~~**Information Technology Services** or designated computing authority for other Memorial campus locations will issue employees an official e-mail address when appointed.~~

~~The **Office of the Registrar** will inform new students of this policy and related procedures at time of registration.~~

~~The **Department of Human Resources** will inform new employees of this policy and related procedures at time of hiring.~~