

# Official Email Account for Students

## Purpose

To provide Students with an Official University Email Account which is to be used for all official University email correspondence.

## Scope

All University Students.

## Definitions

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

**Student** — Individuals who are 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

The University ensures that each Student is provided with 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 email correspondence from Memorial to Students will be sent only to the Official University Email Account and not to any other email account. Memorial is not obliged to accept email from a Student unless it comes from 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, operational purposes, or to comply with the University’s legal obligations.

## **2.0 Responsibility**

Units are responsible for sending any official email communication to students via Official University Email Accounts.

Students are responsible for accessing and reading email from their Official University Email Accounts at least once per week except where circumstances (leave, travel to remote areas, etc.) prohibit this. All Students should be aware that email communications may be time sensitive and that failure to appropriately check their Official University Email Account will not exempt them from any responsibilities associated with the email correspondence.

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

## **3.0 Email Forwarding**

Students who choose to forward and read their email from accounts other than their Official University Email Account are not absolved from responsibilities associated with any email communication as a result of lost or misdirected external email. The University will not locate or recover any lost or misdirected external email.

## **Related Documents**

[Electronic Data Security](#) Policy

[Appropriate Use of Computing Resources](#) Policy