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| Title: | Electronic Mail (Email) Forwarding Procedure |
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| Division: | Business and Finance | Department: | Information Technology |
| Procedure Contact: | Chief Information Officer | | |
| Date Posted: | 10/8/2018 | | |
| Related Policies or Procedures: | EWU 901-02: Appropriate Use of University Resources EWU 502-01: Student E-Mail | | |

History

| Revision Number: | Change: | Date: |
|------------------|-----------------|------------|
| 1.0 | Initial version | 09/18/2018 |
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A. Purpose

Students, faculty, and staff of Eastern Washington University rely on their university-provided email account as their primary means of communication. This includes communication to individuals and groups within the campus community, and is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using email rather than printed communication.

B. Definitions

Official Communications - includes, but is not limited to, content related to a student's enrollment, academic standing, financial information and responsibilities, emergency notifications and compliance with university policies and procedures and/or an employee's employment status, responsibilities, and benefits, emergency notifications, and compliance with university policies and procedures.

Official Eastern Washington University Email Account - an account with an email address in the form of <username>@ewu.edu or <username>@eagles.ewu.edu Accounts are provided under the terms of the Information Technology Account Procedure.

C. Procedure

A university-provided email address is an official means of communication with students, employees, and anyone else eligible for a university-provided email account. The university will send official communications to students, employees, and other university members by email using their university-provided email address.

Email forwarding is discouraged, but not prohibited. If a university member chooses to forward their university-provided email account, they are responsible for all information and attachments sent to the forwarded email account. Eastern Washington University assumes no responsibility for ensuring that forwarded email is received.

University members are responsible for safeguarding the privacy and security of information sent electronically in

accordance with applicable laws and university policies. Anyone who forwards a copy of email sent to an official university email account to a non-university provided email account expressly assumes personal responsibility for the security and privacy of that email and any information contained therein. Forwarding or copying email into a non-university account may subject the non-university account to review in response to a subpoena, a public records request, or other legal process. University records, including email, are subject to laws and regulations concerning retention of public documents and data.

While email is an official method of communication, it is not the only official method of communication and does not preclude the university's use of other methods, including, but not limited to, text messages, other writings or oral communications.

Policies and regulations that apply to other forms of communications at the university also apply to email.

The Information Technology Department is the owner of centralized email and directory information, and provides creation, management, and distribution of Official Eastern Washington University email accounts.

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval.