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**PURPOSE:**

This policy is designed to safeguard the Southeast community against email-based threats such as phishing, identity theft, and compromised accounts. It outlines restrictions on mass emails and email forwarding to third-party providers to ensure responsible use of university email resources, to protect university and personal data, and to preserve the University's reputation.

**SCOPE**

This policy applies to all students, faculty, staff, colleges, departments, clubs, organizations, groups, and generic accounts capable of sending emails from the semo.edu domain. The scope excludes uses of controlled communication systems such as the mySEMO portal and the campus listserv but focuses on the use of Outlook and Outlook Online.

**Definitions**

1. *Mass Email:* An email message sent from @semo.edu to 300 or more internal and/or external email addresses.
2. *Third-party Email Providers:* External email services such as Gmail and Yahoo.

**Use of Email**

Official email services are provided to allow conduct of university business. Personal use of your official email account is not permitted, except for occasional use that does not interfere or detract from the performance of work responsibilities and is not in violation of university policy.


Due to the inherent risks of email use to university resources, data, and reputation, personal use is specifically discouraged for the following types of activities:

- Registering for and participating in personal social media services.
- Registering for and participating in any other online service, platform, forum, or game used solely for personal use.
- Registering for and granting permissions of 3rd party personal use applications.

Retirees that have been granted a retiree email account, may use that account for personal use. Those retirees that continue to do important work for the university are bound by all applicable policies including this policy.

Examples of improper uses of university email include the following.

- Concealment or misrepresentation of names or affiliations (e.g., misrepresenting oneself as another user).

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- Use of University email to send spam.
- Use of email for partisan political or lobbying activities.
- Use of email for commercial activities or personal gain.
- Use of email to violate the university’s policy on harassment and discrimination.
- Use of email to violate the law.

**Mass Email Restrictions**

1. Colleges, departments, clubs, organizations, and groups must coordinate with the departments of Information Technology or Marketing and Communications and use a university-approved method to send mass emails.
2. Email surveys for research or marketing purposes must comply with this policy.
3. Senders of mass emails must target their communication as much as possible to recipients most likely to expect or respond to it.
4. The Assistant Vice President of Information Technology will handle exceptions to this policy on a case-by-case basis.

**Email Forwarding Restrictions**

1. Students, faculty, and staff are not allowed to create automatic forwarding rules for university email to third-party email providers.

**References**

- Business Policy 10-03: Information Technology, Information Classification