 SOUTHEAST MISSOURI STATE UNIVERSITY · 1873	BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 09/22	Revision Date: 05/26	Page: 1 of 2	
				Classification Code: 10-13	
		Section: INFORMATION TECHNOLOGY			
		Subject: SOUTHEAST EMAIL POLICY			

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. *Email Limit:* The Information Technology Department establishes a limit on the number of internal and external email messages that can be sent hourly.
2. *Mass Email:* An email message sent from an @semo.edu that exceeds the email limit.
3. *Third-party Email Providers:* External email services such as Gmail and Yahoo.

Use of Email


Official email services are provided for the purpose 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.

Students, staff and faculty who exceed the email limit will be restricted from sending email until cleared by the Information Technology department.

Exceptions to the email policy can be requested but will not be approved for individual employee accounts. Only departmental accounts will be approved for the email sending limit exemption.

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.

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Examples of improper use of university email include the following.

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

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