E-mail Guidelines

Use of resources such as electronic mail (e-mail) is a privilege and must be treated as such. Misuse of e-mail can result in the loss of access to e-mail and/or other resources. The guidelines in this document are intended to promote responsible use of e-mail. Official policies governing the use of e-mail are contained within the "Policy for Information Systems Usage at Baylor University." The guidelines listed below also include several relevant excerpts from this policy.

- Fraudulent, harassing or obscene messages and/or materials are not to be sent, printed, requested, displayed or stored.

- Any use of e-mail, such as (but not limited to) congestion of e-mail systems, that would deprive others of resources is prohibited.

- Chain letters and other unauthorized forms of mass mailings are not allowed.

- Commercial use of e-mail is not allowed.

- Any communication that violates Baylor University policies and/or local, state or federal laws and regulations is prohibited.

- The content and maintenance of an electronic mailbox is the responsibility of the person to whom the e-mail account is assigned.

- E-mail messages in your deleted items folder that are older than 30 days will be deleted at random from Exchange.

- Check your e-mail often and remove messages that are no longer needed.

- E-mail messages are limited to 20MB in total size.

- E-mail messages are considered private unless they have been explicitly made available to others. Every attempt is made to assure the security of Baylor's e-mail systems so that there is a reasonable expectation that e-mail cannot be read by unauthorized individuals. However, this is not a guarantee of the privacy of messages.

- Be aware of the potential for forged e-mail. If a message appears out of character for the sender, it may be a forgery and you should contact the sender by other means for verification. If in doubt - delete!

- Baylor University may send official correspondence via e-mail to faculty, staff or students using the e-mail.
address as assigned by Baylor. Each faculty, staff or student is personally responsible for checking his or her e-mail on a regular basis for receipt of official University correspondence.