

**3344-7-03      Access to e-mail.**

- (A) CSU provides university e-mail service for legitimate university-related activities to faculty, students, staff, and other individuals and entities granted e-mail privileges at CSU. The use of university e-mail, like the use of any other university-provided resource and university-related activity, is subject to the requirements of legal and ethical behavior within the university community.
- (B) A CSU employee e-mail account shall be considered an official means for communicating university business and may, in some cases, be the sole means of communication. Users are expected to read, and shall be presumed to have received and read, all official CSU e-mail messages sent to their CSU e-mail accounts. Users shall be aware that information sent via e-mail or other written communication may be a public record. Furthermore, e-mail transmissions may not be secure, and users shall exercise caution when using e-mail services to communicate confidential or sensitive information.

**Policy Name:** Access to e-mail.

**Policy Number:** 3344-7-03

**Board Approved:** 5/20/2014

**Effective:** 6/2/2014

**Replaces:** N/A

**Prior effective dates:** N/A