

## **SUNY Oswego Electronic Mail (E-mail) Accounts as Official Mechanism of Communication**

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1. *Use of Electronic Mail*  
Electronic mail (e-mail) is an official mechanism of communication for SUNY Oswego. The college requires that such communications be received and read in a timely fashion by all students, faculty and staff.
2. *Official College E-mail Accounts*  
An official college e-mail account is one in which the address ends with "oswego.edu." All students, faculty, and staff are assigned an e-mail address and account while enrolled or employed. Retired employees may, at their discretion, choose to continue their account.
3. *Expectations For Use of E-mail*  
Students, faculty, and staff have the responsibility to use this e-mail in an efficient, effective, respectful, ethical and lawful manner. Students, faculty, and staff are expected to check their e-mail on a frequent and consistent basis in order to stay current with college-related communications.
  - o All users have the responsibility to recognize that certain communications may be time-critical. Failure to check one's email, failure to maintain one's email account resulting in mailbox storage limitations being reached, or forwarding errors will not constitute acceptable excuses for missing official college communications via e-mail.
4. *Redirecting of Email*  
If a student, faculty, or staff member wishes to redirect e-mail from their official @oswego.edu address to another e-mail address (e.g., @aol.com, @hotmail.com), they may do so, but at their own initiative and risk. The college will not be responsible for the handling of e-mail by non-SUNY Oswego providers. Redirecting e-mail does not absolve students, faculty, or staff from the responsibilities associated with official communication sent to their @oswego.edu account.
5. *Privacy*  
Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters, and should not assume that e-mail is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during e-mail correspondence.