SUNY Oswego Electronic Mail (E-mail) Accounts

1. Use of Electronic Mail
   Electronic mail (e-mail) is a mechanism for official communication for SUNY Oswego. The college expects that such communications will be received and read in a timely fashion.

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. The e-mail address is directory information. As with other directory information, in compliance with federal Family Education Rights and Privacy Act (FERPA) regulations, any student may request that his or her official e-mail address be restricted in its access.

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.

   - All users have the responsibility to recognize that certain communications may be time-critical. "I didn't check my e-mail", error in forwarding mail, or e-mail returned to the college with "Mailbox Full" or "User Unknown," are not acceptable excuses for missing official college communications via e-mail.

4. Redirecting of E-mail
   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.

6. Educational and Administrative Uses of E-mail
   Faculty will determine how electronic forms of communication (e.g., e-mail, discussion boards, discussion lists etc.) will be used, and will specify their