



60.204: Communication with Employees via Electronic Mail

Responsible Executive: Vice President for Research and Technology
Responsible Office: Office of Information Technology
Related Policy: 60.201, 62.002, and OIT 62.015
Approved-On Date: March 6, 2008
Effective Date:
Revision Date:

Policy Statement

Norfolk State University shall consider e-mail as one of the primary mechanisms for official communication with NSU employees unless otherwise prohibited by law. The University reserves the right to send official communications to employees by e-mail through their University-supplied e-mail addresses. The University fully expects that its employees will check, **receive** and **read** their e-mails regularly as specified below.

Purpose

E-mail has become an efficient, fast and cost-effective method of communication that has many advantages over printed communications. This policy ensures that University offices can reach employees as needed through a standardized channel, namely, University e-mail. This policy establishes expectations for e-mail communication between University offices and employees for educational purposes and University business.

Procedures

Official University e-mail accounts are provided to all employees. **All passwords for accessing university information systems must be kept confidential and used according to acceptable university policies.**

Employees are expected to check their official NSU e-mail accounts on a frequent and consistent basis in order to stay current with University-related communications. The University recommends checking e-mail throughout the day in most work situations. Access to NSU e-mail accounts is achieved by going to <http://www.nsu.edu> and clicking on Web mail, or, by using the Microsoft Outlook client software application when it has been installed on the user's desktop computer. It is the employee's responsibility to report any problems with his/her e-mail accounts and/or access to e-mail communications promptly to the Office of Information Technology Help Desk.