

# Electronic Mail Guidelines

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Electronic mail has become an integral part of everyday life at Mount St. Joseph University and is an official communication channel for the University. It is a valuable, timesaving tool for us to share and retrieve information on and off campus. E-mail can also become a time consuming chore when not used wisely.

The following are appropriate uses of the electronic communication system:

- Sharing information connected with Mount business, for example classes, projects, seminars, etc.
- Mount related announcements, information about University-sponsored events.
- Technical support or resources, for example computer/software related issues.
- Human resource issues, for example employment positions, new hires, benefits, etc.
- Information regarding building maintenance issues.

The following are inappropriate uses of the electronic communication system:

- Excessive personal business or activities.
- Offers to buy, sell, give away, or donate personal goods or services.
- Originating or forwarding chain letters.
- Discussion of political issues or candidates.
- Solicitation of charitable donations; some exceptions would be United Way, Fine Arts Fund, etc.
- Operating sports pools.