VERMONT TECH

Manual of Policy and Procedures

Title: Campus Electronic Mail (e-mail)	Number: **T 120**	Page(s): **1**
	Date: **September 9, 2021**	

PURPOSE

The College needs a common electronic communications protocol to facilitate the exchange of information important to all members of the College community.

STATEMENT OF POLICY

I. One of the primary methods of communication among members of the Vermont Technical College community and with those outside the College is electronic mail, or email. Because email is often the only communications medium the College uses to convey important messages to students and employees, a common electronic communications protocol is essential to ensure that this information reaches its intended audience. All members of the College community are therefore responsible for accessing and responding as appropriate to mail sent to them at their school email address.

II. Effective **1/1/2004**, the **Information Technology (IT) department** provides full support for the **Outlook desktop app, Outlook mobile app and Outlook Web Access** as the client software for accessing electronic mail. While individual members of the College community may adopt other software as their preferred email tool, they remain responsible for mail sent to them at their school email address as explained in paragraph (1) above, and the **Outlook apps and Outlook Web Access** will be the only email software supported by **Information Technology (IT).**

I. Questions concerning this policy should be directed to the **Chief Technology Officer.**

POLICY MODIFICATION HISTORY

I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.

   a) 2/16/2001
   b) 6/30/2005
   c) 9/9/2021

Signed By:	*[signature]*	Patricia Moulton President