

Liberal Arts Information Technology

**STANDARD OPERATING PROCEDURE
University Email Account Use**

Purpose

Supplement and define the use of email at the college level

Definitions

Procedure

This College of Liberal Arts *Guideline for Email Account Use* supplements the TAMU Standard Administrative Procedure ([29.01.03.M2.01](#)) *Employee Email*.

Essentially, **only University issued email accounts (Microsoft Exchange (365) or TAMU Gmail) should be used to conduct University business.**

Microsoft Exchange (365) is the official college offering for email. We do assist with TAMU Gmail but the role of Liberal Arts IT is limited by Google Apps for Education and the Division of IT.

The Division of IT recommends that all retirees transition to TAMU gmail regardless of their current platform.

All information not protected by [TAMU System Policy 17.01](#) is owned by the University and/or State and is subject to the laws and regulations of the State of Texas including the [Texas Public Information Act](#) (TPIA). It is not considered private information and thus should not be transmitted via privately owned email accounts. **To use a non-university email account to conduct University business is to assume serious risk for the University and yourself in a TPIA request.**

If you have questions, please contact Garrett S. LaPaglia, Director of Information Technology for the College of Liberal Arts at glapaglia@tamu.edu or 979-845-2529