7.9 - Email Policy

Effective Date: September 8, 2015
Revision Date: N/A

Purpose and Scope

The Embry-Riddle Aeronautical University Email Policy is for all faculty, staff, and students.

The University uses two-factor authentication (2FA). This means it uses:

- Something you know (a password or a passphrase)

- Something you have (a security token or a code sent via text [or other means] to a mobile device)

- Something you are (biometrics such as fingerprint scan, retina scan, etc.)

Policy

The university will use email to communicate with you. Email is not always secure. Don't send any private data (SSNs, financial information including account numbers, etc.) within email or attachments unless you use Microsoft Office 365 Message Encryption (OME), or another method approved by Information Technology's Security Services (ITSS). You can learn how to use OME at the ITSS sub-site located in ERNIE under Departments > **Information Technology** > **Security Services**.

The University does not provide support for forwarding email from the erau.edu domain to an external service provider (e.g. Gmail, Yahoo!, Outlook.com, etc.). You can forward your ERAU email, but the emails might not be secure.

If you use the ERAU email system, you must not send illegal or bad content. This includes, but is not limited to, material that is of a political, religious, or sexual nature.

Enforcement

If you don't obey this policy, you may not be allowed to use University computing resources anymore, and also may get punished or even go to jail.

Responsible Authority: Chief Information Officer