

# E-Mail Policy

(<http://www.policy.umn.edu/Policies/Education/Student/EMAIL.html>)

**A university assigned student email account shall be the University's official means of communication with all students on the Duluth campus. Students are responsible for all information sent to them via their University assigned email account. Students are expected to read their email at least every 72 hours. During the work week while in attendance in classes or clinical rotations students will be considered responsible for all information posted through the email system while on or off site. If a student chooses to forward their University email account, he or she is responsible for all information, including attachments, sent to any other email account.**

The University of Minnesota provides students with an email account upon the student's

matriculation to the institution. This account is active as long as the student remains active. Increasingly, email is becoming the primary mode of communication between students and the University. The information distributed via email varies from college updates to registration summaries.

Some students do not use their University assigned email account. Other students forward their University email account to an alternative account. When students do not use or forward their University assigned email account, vital information is often not conveyed as the email is unopened or the associated attachment is not forwarded.

It is imperative that students understand that a majority of information will be communicated to them via their University assigned account while they are students. To better serve our students, upon matriculation students are informed that their University assigned email account is the primary means of communication from the University community and that they will be held responsible for the information in the email.

## **University of Minnesota technology support and services primary URLs:**

Duluth

<http://www.d.umn.edu/itss/>

Twin Cities

<http://www.oit.umn.edu/help-support/index.htm>

<http://www.oit.umn.edu/utools/>