Policy Title:	**Management of E-mail**
Policy Number:	PS 401
Purpose of Policy:	This policy sets guidelines for the management, and retention of e- mail at Bellevue University (the "University"). It applies to employees (full-time, part-time, temporary, and permanent) and contractors who hold a University e-mail account, as well as those individuals in Information Technology Services who are responsible for management of the Exchange E-mail system. This policy does not apply to the Student E-mail system. Information Technology Services ("ITS") is responsible for managing the Exchange server and issuing or revoking e-mail accounts for University employees. Each account holder is responsible for managing his or her University-issued account as specified in this policy.
Applies to:	All BU employees and contractors.

1. Management of E-mail: It is extremely important that mailbox owners on the Exchange system manage their e-mail. In addition, ITS will implement limits to ensure that lack of individual management does not adversely impact the University's Electronic Systems and Equipment (as defined in Policy PS 402) as a whole. The following limits are automatically enforced:

   a. Automatic Deletion. The Exchange system will automatically remove e-mail from employee Exchange folders that are older than seven years. An exception to this policy is in the case of an active litigation hold. If emails are being preserved because of an active legal hold, the emails will not be automatically deleted in accordance with PS 999. For more information about retention of emails, please see PS 999.

   b. Maximum Size. The default maximum size for mailboxes at the University is 50 Gigabytes. The Office 365 / Exchange system will monitor the size of all mailboxes and notify users that they are reaching the maximum storage limit when their mailboxes reach 49 Gigabytes in size. When mailboxes exceed 49.5 Gigabytes in size, the system will prevent users from sending mail, and they will have to take action to reduce the size of their mailbox to less than 49.5 Gigabytes to resume sending. If they take no action, the system will prevent them from sending or receiving e-mail when mailboxes reach 50 Gigabytes in size. To resume sending and receiving e-mail, users must reduce the size of their mailboxes to less than 49.5 Gigabytes in size. If a user has a legitimate requirement for additional storage, Information Technology

Services will work with the user to investigate if an upgraded license can be assigned to the user on a case-by-case basis.

2. <u>E-mail Attachments</u>: Large e-mail attachments take up significant amounts of storage in e-mail boxes. The all campus e-mail group will not be used to send large attachments, as this will cause a copy of the attachment to be saved in each e-mail inbox on the system.

3. <u>The Deleted Items Folder</u>: The purpose of the deleted items folder is to allow a window of opportunity during which users may undelete e-mail messages that were deleted by mistake. It is not intended for long-term storage or management of e-mail messages. The University's e-mail system will automatically delete messages that are older than 30 days from the deleted items folder.

Supporting Documentation:	Employee Handbook, PS 402 (Electronic Systems and Equipment), PS-445 (Information Security), PS 450 (Operational and Network Security), PS 618 (Password Policy); PS 999 (Records Retention Policy).
Keywords:	computer, network, e-mail, information technology, IT, software, accounts, archive
Responsible Office:	Information Technology Services (ITS)
Contact Information:	Information Technology Services 402-557-7200
Approved by:	Dr. Mary Hawkins
Effective Date:	January 1, 2021
Review Cycle and Dates:	This policy statement supersedes previous versions of PS 401, Dated January 31, 2018 and April 15, 2010.

APPROVED:

/signed/   1/1/2021
Dr. Mary Hawkins, Bellevue University President   Date