

**Eberly College Arts and Sciences Email Policy**  
**Implemented: January 21, 2016**

Policy :

- I. Only MIX (@mix.wvu.edu) or WVU Outlook (@mail.wvu.edu) addresses are to be used when conducting University business with other instructors, faculty, administrators, staff, students, or other parties. Correspondence with students should not include confidential information unless the student is using a MIX email.
- II. Only University email addresses (as defined above) will be provided on university websites, syllabi, business cards, or any other official documents.
- III. Individuals who have both an Outlook and a MIX account, should either check both accounts daily or forward one account to the other. Many key-systems for faculty (Banner, eCampus, Degree Works) use faculty MIX address, so it is necessary to check these accounts regularly. Individuals who use exclusively one system or the other can easily forward messages received in the unused account to the most preferred one.