



Policy 5.13

Automatic Forwarding of Email from the Emory Office 365 Environment

Responsible Official: Enterprise CIO and Sr. Vice Provost for Library Services and Digital Scholarship

Administering Division/Department: LITS: Library & IT Services

Effective Date: September 01, 2009

Last Revision: July 07, 2017

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Overview

This policy sets forth the terms concerning automatic forwarding of email from the Emory Office 365 environment.

Applicability

This policy applies to all users of the enterprise Emory Office 365 environment.

Policy Details

The Emory Office 365 email system is designed for the secure, encrypted transmission and storage of email messages within Emory Healthcare and Emory University.

In order to preserve this high level of email security, for Emory personnel that use email for the transmission or receipt of patient or other confidential information, the forwarding of email to a system outside of the Emory Office 365 environment will not be allowed.

This includes other Emory Department Email as well as outside email providers like Gmail, Hotmail, and Yahoo Mail.

Emory personnel who do not use email to transmit or receive patient or other confidential information can request that automatic email forwarding be activated by completing a request via <https://help.emory.edu>.

Note: Members of the Emory Healthcare and Woodruff Health Sciences are not allowed to forward email under any circumstances.

Sanctions:

- Failure to comply with this policy may have legal consequences and may result in:
 - Suspension or termination of access;
 - Disciplinary actions (up to and including termination of employment) in accordance with applicable university policy.

Definitions

Confidential Information Confidential data/information is considered to include, but is not limited to Social Security Number (SSN), credit card numbers, student information not suitable for inclusion in a directory (grades, billing information, class schedules, etc.), electronic protected health information (EPHI), government issued identification numbers (drivers license numbers, passport numbers, visa numbers, etc.), financial account numbers stored in conjunction with the access codes or PIN's needed in order to access the accounts, and other financial information.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/5.13>
- [Emory Enterprise Email](http://it.emory.edu/catalog/email/) (http://it.emory.edu/catalog/email/)

Contact Information

| Subject | Contact | Phone | Email |
|-------------------------|--------------|--------------|-------------------|
| Clarification of Policy | Jay Flanagan | 404-727-4962 | jflanag@emory.edu |

Revision History

- Version Published on: Nov 08, 2015
- Version Published on: Nov 08, 2015 (*Minor revisions (Office 365 inclusion)*)
- Version Published on: Sep 29, 2010 (*Original Publication*)

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