Policy 5.13
Automatic Forwarding of Email from the EmoryExchange or 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:** November 08, 2015

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Overview

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

Applicability

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

Policy Details

The EmoryExchange and Emory Office 365 email systems are 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 EmoryExchange or Emory Office 365 environments 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.
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](http://policies.emory.edu/5.13)
- [Emory Enterprise Email](http://it.emory.edu/catalog/email/)

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarification of Policy</td>
<td>Jay Flanagan</td>
<td>404-727-4962</td>
<td><a href="mailto:jflanag@emory.edu">jflanag@emory.edu</a></td>
</tr>
</tbody>
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Revision History

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

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