Email Alias Guidelines

Guidelines Document No. 05.GIT.150-A   Rev. 1.1

Effective Date:
Last Revised: September 29, 2005
Status

The following are responsible for the accuracy of the information contained in this document

☐ Draft
☐ Under Review
☑ Approved
☐ Obsolete

Responsible University Officer(s)

Associate Vice-Provost for Academic and Research Technologies (CTO)

Responsible Coordinating Office

Office of Information Technology

1. Summary

The Georgia Institute of Technology offers and encourages the use of electronic mail (email) services at the different organizational units in support of the academic, research, and public service mission of the Institute, and the administrative functions that support this mission. An extension of these services includes self-service functions such as the privilege afforded to email users to select their own email aliases as a means of personalizing their email addresses. The guidelines contained herein outline proper and recommended use of email aliases, as well as improper use and other constraints.

2. Guidelines

All authorized email users have the ability to select an email alias through self-service functions. Email aliases are assigned on a first-come-first-served basis. The generic format of all email aliases is: *alias@gatech.edu*. Use of email aliases must be consistent with all applicable acceptable use policies, and specific attention should be given to the following:

2.1. Recommended email alias conventions

Users should keep in mind that email aliases are publishable. They will have an impact on how an individual is perceived both academically and professionally. Users are encouraged but not required to adhere to the following conventions in the selection of email aliases:

- firstname.lastname@gatech.edu

- firstinitial.lastname@gatech.edu

Whenever such combinations of first name or first initial and last name are not available, users are encouraged to use other forms of their names in the selection of their email alias.

2.2. Changing email aliases

If a need arises, Email users may change their email alias through self-service functions, no more than once per semester. Once an alias has been changed, the old alias will continue to be operational for a period of 30 days or until the end of the semester, whichever is longer. By design, aliases are intended to provide continuity and consistency to email services provided to authorized email users, irrespective of the nature of their affiliation to the Institute. To this extent, users are strongly encouraged to select a representative alias and only substitute it under special circumstances (e.g., name change).

2.3. Improper use and other constraints

2.3.1. User impersonation / false identity
Users may not employ a false identity or impersonate others through the use of aliases.

2.3.2. Disallowed names
Aliases that are considered in the sole discretion of the Institute to be obscene, defamatory and/or misleading can be expropriated without notice.

2.3.3. Right to reclaim aliases
Georgia Tech reserves the right to reclaim aliases at any time. The Institute will work proactively with the affected individuals to select suitable replacement aliases as circumstances warrant.

3. References

Georgia Tech Computing & Network Usage and Security Policy (CNUSP)
<http://www.oit.gatech.edu/inside_oit/policies_and_plans/policies/CNUSP.pdf>

Georgia Tech Unit-Level Network Usage Policies

<http://www.oit.gatech.edu/information_security/policy/unit_level_policy/>

Georgia Tech (internal) Mass Email Distribution Guidelines
<http://oit.gatech.edu/mass-email-distribution-guidelines>

Copyrighted Material Usage
<http://oit.gatech.edu/reproduction-copyright-materials-fair-use>