Add/Removal of Email/Thunderbird Services

General

This policy applies to all of the email accounts maintained by Washington College. OIT is responsible for managing, implementing and monitoring the use of Washington College email accounts. All email use must be in accordance with the Network Policy.

Faculty

Email Mail Clients (Thunderbird, Mail, Outlook) and Web

Access On campus or via the web.

Added Your e-mail account is created when you are entered into the payroll system.

Deleted Your e-mail account is deleted 90 days after the conclusion of the term of employment (except faculty granted emeriti status or adjunct faculty expected to return the following term.) *Accounts are deleted immediately if terminated for cause*.

Staff

Email Mail Clients (Thunderbird, Mail, Outlook) and Web

Access On campus or via the web. VPN for employees requiring such access for business use as approved by supervising member of Senior Staff.

Added Your email account is added when you are entered into the payroll system.

Deleted Your email account is deleted 30 days after the conclusion of the term of employment (except employees retiring with at least fifteen years of employment who may be granted Zimbra upon request.)*Your account will be deleted immediately if your employment is terminated for cause*.

Students

Email Mail Clients (Thunderbird, Mail, Outlook) and Web

Access On campus or via the web.

Added Your account is added and activated when you first attend orientation at start of term when reenter.

Deleted Your account is deleted one month after commencement for graduates. The account is deleted at end of term for students not returning.

Alumni

Email Web

Access On campus or via the web

Added Your alumni account is created and made active after commencement for graduates, and at the end of term for students not returning. They are also added upon request of Director of Alumni Affairs.

Deleted Your account can be deleted by request by account holder (email/written.)