

Email Account Naming Policy

Applies To:	All	Policy Number:	ITS-0009
Issued By:	Director of ITS	Policy Version Number:	
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Policy

All account names are setup using an algorithm of first six letters of the last name + first initial + middle initial.

In the event an account name is already assigned to another individual, a modification to the middle initial may be made that may include a numerical value. Unique account names are required.

For employees, the use of the firstname.lastname standard is available only as an alias. To request this modification, please submit a Help Desk ticket.