UNIVERSITY EMAIL ADDRESSES
All University of Tampa faculty, staff and students will be provided a University email address in the following format username@ut.edu. Email addresses for University departments and associated constituencies, i.e., ALA, facilities, and others will be created on request. The following guidelines apply:

• The University will assign unique email addresses to all full and part time faculty, staff and students. The username portion of the University email address (username@ut.edu) will be assigned using the following hierarchy, depending on availability.
  1) First initial, last name: jdoe@ut.edu
  2) First initial, middle initial, last name: jmdoe@ut.edu
  3) First name, “.”, last name: jane.doe@ut.edu
  4) First initial, last name, numeric (beginning with 2): jdoe2@ut.edu
If you already have a University email address it will remain the same even if it doesn’t conform to the above hierarchy.
• The University provided email address will be the official email address of record for current students, faculty and staff.
• Only the University email address will be printed on official University publications, online directories, etc.
• Official University communications will be sent to the University community via this email address. Faculty, staff, and students are strongly encouraged to regularly read and respond, as appropriate, to their University email.
• Email boxes will have a 20MB size limitation for students and a 200 MB limitation for faculty and staff. Faculty, staff and students should download email to either a network drive (if available) or to their local computer hard drive and regularly delete old mail to keep from filling up their email boxes on the University’s email server.
• Warning messages will be sent when email boxes are nearly full. It is the user’s responsibility to delete email in this situation. Once your email box is full you will no longer be able to send or receive email.
• Users are responsible for forwarding their University email if they want to consolidate with another email address. In most cases this can be accomplished through your email software. If you are unable to forward your University email the Office of Information Technology will forward it for you upon receipt of a formal request (available at www.ut.edu/technology). The University assumes no responsibility for email that is forwarded. Forwarded email that is returned undeliverable will revert back to the University email address. If your University email is currently forwarded it will remain so unless a formal request is made to change it.
• The University email username and password will be used to access University electronic campus services and systems, where applicable.
• Departing students are allowed to keep their University email address for 1 year. Departing employee University email addresses will expire immediately.

ADMINISTRATIVE SYSTEMS EMAIL PROCESS FLOW AND PHILOSOPHY
• University email addresses for current faculty, staff and students will be created by the Office of Information Technology and will not be input by the data owners. (Faculty, staff and students must have a valid University ID number before their University email address will be created.)
• Input of all other email addresses, e.g., alumni, vendors, will be the responsibility of the data owners the same as name, mailing address, and biographical information is currently.
• The Office of Information Technology will synchronize the University email addresses for current faculty, staff and students between University systems, e.g., University of Tampa Information Network (SPARTANWEB), Blackboard, the University Web System, and others.