



Email

Policy Number: 505

Categorized: Information Technology

Procedure: 505P

Responsible Office: VP of Information and Engineering Technologies (IET) and College Computing

Effective Date: 03/08/2024

Date Last Reviewed: 03/08/2024

1. Scope

This policy applies to all Northern Virginia Community College (NOVA) employees, including full and part-time staff, faculty, contractors, consultants, volunteers, interns and student hires, and students (collectively “users”) who use College electronic mail (email).

2. Policy Statement

NOVA grants users access to College email to perform their authorized functions. College email should only be used for information important to members of the College community. All College email must identify the specific person/office that is responsible for the email communication through a standard signature.

3. Authority

[VCCS Policy Manual Section 9.4 Information Security](#)

VCCS IT Security Guideline 13.2.3 Electronic Messaging

VCCS IT Security Standard 20.1 Office 365 Account Security

VCCS IT Security Standard 20.2 Office 365 Email Services Security