

Guidelines for Student Email Use

Forwarding Email

A student may opt to redirect (i.e., forward) his or her NYUHome email to another email address (e.g., @aol.com, @hotmail.com, or an address on a departmental server) by following the instructions in the [Procedure for Forwarding NYUHome Email](#) page within the NYUHome Help website.

The University cannot guarantee the proper handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with communication sent to his or her official email address. A student who forwards email from his or her NYUHome account to another email address does so at his or her own risk and responsibility.

School Arrangements & Recommendations

Arrangements for Stern School of Business, the NYU School of Medicine, and Recommendation to the School of Continuing and Professional Studies Non-degree Students:

1. University email to students registered at the Stern School of Business will be forwarded to *netid@stern.nyu.edu*, the email account offered by the Stern School of Business, unless adjusted by the student (see Forwarding Email above).
2. University email to students registered at the NYU School of Medicine will be forwarded to *netid@popmail.med.nyu.edu*, the email account offered by the NYU School of Medicine, unless adjusted by the student (see Forwarding email above).
3. It is highly recommended that students registered in non-degree courses and programs at the School of Continuing and Professional Studies activate an email account outside NYU and provide that address to the School through the registration process.

Expectations Regarding University Email Communications with Students

University email communications with students may originate from University officers, from faculty, and from staff. The communication may be directed to one or more individual students or to groups of students.

Students are expected to check their email account on a frequent and consistent basis in order to stay current with University communications. Students are expected to monitor and manage their email storage quota, so that their account has adequate capacity to receive new messages.

Faculty may determine how email will be used in their classes. It is highly recommended that, if faculty have email requirements and expectations, they specify these requirements in the course syllabus. Faculty may expect that eligible students are accessing their email accounts, and faculty may use email for their courses accordingly.

Confidentiality

Care should be taken to ensure that the recipient of an email containing sensitive data or information is authorized to receive that data or information and that the address is accurate. If possible, use encryption technology to protect the transmission of highly sensitive data or confidential information in an email message.

Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.

Students with questions or comments about this guideline should contact the Office of the Associate Provost and Chief Information Technology Officer by writing to cito@nyu.edu.

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