APPLICABILITY/ACCOUNTABILITY

This policy applies to all UCF students and to university employees who communicate with UCF students through electronic mail.

POLICY STATEMENT

Electronic mail is a timely and effective means of communicating with students. All university employees and offices that use electronic mail to send official communications to students will use the students’ Knights Email addresses.

DEFINITIONS

Knights Email. The official university-provided student electronic mail service. Knights Email is operated on behalf of UCF by Microsoft Corporation using the Office 365 platform.

Student. A person who has been admitted and indicated his or her intention to attend UCF.

PROCEDURES

Each student will be instructed to create and use a Knights Email account ([name]@knights.ucf.edu) at no cost to the student. Knights Email accounts will be available to students from the time they matriculate to UCF, through and after graduation.
as long as the account remains active. Knights Email accounts are considered inactive if the account has not been accessed via login within an 182 month period. After 18 months with no login activity, the account will be inactivated and blocked from login may be inactivated and blocked from login. Accounts that have not logged in and have been inactive for 37 years will be deleted. At the time of graduation any services such as OneDrive, Skype, etc. provided outside of email may be disabled and an Alumni license assigned which will only provide email. Each student is responsible for all information sent to his or her respective Knights Email account and is expected to read his or her email on a frequent and regular basis. All university business processes that collect student email addresses shall treat students’ Knights Email addresses (user@knights.ucf.edu) as the official campus email address.

RELATED DOCUMENTS

UCF Policy 4-006.1 Broadcast Distribution of Electronic Mail policy

INITIATING AUTHORITY Provost and Executive Vice President