

NEWCASTLE UNIVERSITY STAFF EMAIL POLICY

1. Policy

The University has `firstname.lastname@` as the default for all staff email addresses.

2. Process

The default email address for all new members of staff will be `firstname.lastname@`

`steven.williams@`

except in the following circumstances:

- Where a member of staff has a 'known as' listed in the HR system, the default will be `knownas.lastname@`

`steve.williams@`

- Where `knownas.lastname@` has already been allocated, then `knownas.lastname` will be followed by a number beginning at 2

`steve.williams2@`

`steve.williams3@`

- Where `firstname.lastname` has already been allocated, then `firstname.lastname` will be followed by a number beginning at 2.

`steven.williams@`

`steven.williams2@`

`steven.williams3@`

- In the case where `knownas.lastname@` has already been allocated, but `firstname.lastname@` has not been allocated then the member of staff can express a preference for `firstname.lastname`.

`steven.williams@` may be preferred to `steve.williams2@`

- Use of non English characters is not permitted, so all names will be anglicised. See Appendix 1.
- An email address will not be reused for a different person until email delivery has been rejected for a period of at least six months.
- Existing members of staff with email addresses of the form `initial.lastname` or `initials.lastname` will be allocated a new address conforming to this policy. This address will become their primary address and their old one will be added as an alias. Both will deliver to the existing mailbox.
- Any request to deviate from this policy should be directed by email to the address email.policy@ncl.ac.uk.

Appendices

1. The part of the email address before "@" may use the following characters:
 - Uppercase and lowercase English letters (a–z, A–Z)
 - Digits 0 to 9
 - Character ' to allow for names such as O'Reilly
 - Character - to convert names such as "de Beers" to "de-beers"
 - Character . to separate firstname and lastname
2. Newcastle e-mail addresses are case-independent. Paul.Haldane and paul.haldane are equivalent.

Approved in discussions between the Vice Chancellor and the Director of ISS, January 2011.