

***Description***

The following document outlines various e-Mail Policies and how they affect you. Please take some time and read through this document as it is important.

[e-Mail Restoration](#)

[e-Mail Acceptable Policies](#)

[e-Mail Un-Acceptable Policies](#)

**e-Mail Restoration Process**

**Reason for Policy:**

To provide guidelines to all EDMC employees on the availability of restoring e-Mail.

**Who Should Know this Policy?**

All users which use the EDMC Exchange e-Mail system.

**Policy:**

1. Submit a request to have the e-Mail recovered via your local Tech Staff or OLS Coordinator. Include the following information:
  - If you need a folder restored, the exact Folder name that was deleted and it's location in your mailbox.
  - If you need an individual message restored, include the exact Subject Line, Date it was Received, Who the message was from, and what day it was deleted.
  - Include the date from which you know the message/folder was still in your mailbox.
2. Request authorization for this restore from the director of your department, and your local HR Director. This authorization must then be e-Mailed to the local person you are working with for this restore.

\*\*\* Note – Following the process outlined above does not guarantee that your e-Mail will be restored. In addition, please be aware that the typical amount of time it takes for a restore to be completed is 2 weeks.

**Approved e-Mail Tag Lines, Restrictions, Signatures, etc...**

**Reason for Policy:**

To provide guidelines for the acceptable use of e-Mail Signatures, Tag Lines, Emoticons, etc....

**Who Should Know this Policy?**

All users which use the EDMC Exchange e-Mail system.

**Policy:**

EDMC has created a list of acceptable items which may be at the end/beginning of an e-Mail. This list is not finite, but should be taken into consideration when adjusting the look/feel to your e-Mail.

**Acceptable Items:**

e-Mail Signatures containing your Name, Location, Phone Number, Fax Number, Title, Address, e-Mail Address.

**Prohibited e-Mail Usage, Wallpapers, Emoticons, Clipart, etc...**

**Reason for Policy:**

To provide guidelines for items which are not considered acceptable when using the e-Mail system, etc....

**Who Should Know this Policy?**

All users which use the EDMC Exchange e-Mail system.

**Policy:**

EDMC has created a list of items which are not considered acceptable for various reasons, when using the e-Mail system. This list is not finite, but should be taken into consideration when adjusting the look/feel to your e-Mail.

**Banned Items:**

Emoticons, Links to non-company web sites, fancy clipart, comments which may reflect poorly on EDMC or its subsidiaries.

e-Mail Disclaimers (This is already included in all outbound e-Mail.)

Wallpapers or other types of backgrounds.

Excessive use of strange fonts or colors. Color is acceptable to help enhance e-Mail, but when it becomes the focus, and makes the e-Mail look gaudy, then this is not acceptable.