

29.01.99.K1.063 Alumni E-mail Procedure



New: April 18, 2018

Next Scheduled Review: Apr 18, 2023

Procedure Statement

A student who applies for graduation from Texas A&M University-Kingsville (TAMUK) will have a new alumni email account created. The student may opt-out of the alumni email by notifying the TAMUK Alumni Office.

Reason for Procedure

The purpose of this procedure is to establish the rules for alumni email at TAMUK. This procedure applies to individuals granted access privileges to alumni email accounts at TAMUK with the capacity to send, receive, or store email.

Procedures and Responsibilities

1. Students who apply for graduation will receive an alumni email account up to 60 days prior to graduation. The Alumni Office will notify the students of their new alumni email account.
 - 1.1. An alum who graduated prior to 2015 may contact the Alumni Office and request an alumni email account. The Alumni office will create a HelpDesk Ticket, and contact the alum when the account is created.
2. The alumni email address will be firstname.lastname@alumni.tamuk.edu if the firstname.lastname is available. If the account is taken, a number will be incremented after the last name until an available account is found.
3. Students are responsible for forwarding email and moving contacts from their student email account to the new alumni email account.
4. Alumni email accounts will be included in the mass email alumni@alumni.tamuk.edu, with restrictions on who can send email to that mass email group.
5. The alumni email account is for email only, and does not provide access to other software or services.
6. If an alum would like to opt out of the alumni email, they would contact the Alumni Office, who will enter a Help Desk ticket for iTech to disable that alumni email account.

7. Alumni email accounts that have not been used for 7 months will be deleted.
 8. Operational procedures can be found at <http://www.tamuk.edu/itech/>.
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Related Statutes, Policies, Rules or Requirements

- 29.01.99.K1.060 E-mail Procedure
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Contact Office

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