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 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.