**Email Policy**

* When using school email in the service desk you are to use it in a professional manner.
* You will always keep private information private and never share through email.
* Your email privacy is not guaranteed to be secured for security reasons.
* Avoid sending large files through email.
* Only send email directly to the user intended not in a large group.
* Only use email for school related material not personal use.
* Always double check for any grammatical errors before hitting send.
* Always make sure that you are fully explaining yourself to get the message across in the least amount of emails.
* Make the receiver believe you are knowledgeable about what you are responsible for.