Northwest Missouri State University provides electronic mail services to students. All information technology resources, including computer networks, equipment, and data stored on them are the property of the University. While student’s email accounts will not be routinely monitored, email accounts are subject to examination by the University where:

- It is necessary to maintain or improve network functioning
- There is suspicion of misconduct under University policies or any local, state, or federal laws
- It is necessary to comply with any local, state, or federal law, including litigation discovery procedures
- It will serve the legitimate business need of the University

As a student of Northwest Missouri State University, you must comply with all applicable University policies, and local, state, and federal laws. Any use of University email that violates University policies or local, state, or federal law is prohibited. Northwest Missouri State University reserves the right to terminate the email privileges of any student who does not act in accordance with this policy.

Students are given Outlook Live email accounts with at least 10 gig of email space. Northwest does not back-up email.

Northwest does not monitor email unless a specific complaint is filed through the appropriate university authority or violations are found in the course of troubleshooting system problems. However, email messages may be subject to the Freedom of Information Act and legal investigation requests placed through proper channels when alleged violations are suspected. In addition, the legal system has ruled that email records can be subpoenaed. Under these circumstances, the privacy of your email is not guaranteed.

**Mass Mail Policy**

Use of mass email is severely restricted to email that is relevant to official University business, the University’s mission and a significant segment of the campus community.

Any form of solicitation is prohibited. Mass email publicizing events such as bake sales, dances and dinners where commercial activities may occur or tickets must be purchased are not appropriate content for a mass email and should be submitted to the Northwest Missourian, Northwest News or some such similar publication method. Mass email is appropriate under the following circumstances:

- Emergency or crisis affecting or having the potential to affect the entire campus community such as:
  - Closing and delays due to hazardous weather.
  - The need to provide special assistance to students, faculty or staff.
  - Crimes that threaten public safety or terrorist activity.
  - Sudden changes in traffic, campus vehicular access, and parking.
  - Planned or sudden disruption of significant computer network features and power outages.
  - Planned or sudden disruption of telephone, electrical or water services.
  - Emergency and time-sensitive situations such as the outbreak of an illness.
  - The death of a Northwest family member such as faculty or staff whose absence affects a significant portion of the campus community.
  - Special services or events in connection with the death of a Northwest family member that are not fundraisers.

- Any official message from University Relations Northwest News and Information, the President’s Office or University Police.
Obtaining Mass Mail Approval

Mass email will only be approved by University Relations or Student Affairs if the mass email request originates from a department, division, school administration or organizational sponsor. Mass email requests from lower-level units will be denied.

Disclaimers on emails do not exclude them from being considered mass mail. Mass mail must be approved by the appropriate office and include that approval at the top or bottom of the email message.

Everyone must submit message requests (a copy of the intended message must also be presented at the time of the request) through the appropriate university office. Appropriate university offices to approach for approval of a mass mailing are:

Mass mail to faculty & staff: University Relations
Mass mail to students: Student Affairs

The office in question will keep a copy of the approved email on file. Messages should be sent from an organizational or departmental email address and not an individual’s personal email address.

Exceptions to this rule are faculty sending messages to students enrolled in the their class, supervisors sending messages to their department or an organization sending messages to its membership. However, it is recommended that a listserv be used if possible.

Any official email generated from University Relations, Northwest News and Information, the President’s Office or University Police is allowed.

Obtaining a Listserv

When information needs to reach a large number of people, consider using a mailing list, web page, Notices of the Day or an announcement in the Northwest Missourian or Northwest News.

University-sponsored organizations, academic and administrative departments, faculty and staff CAN have a listserv created for their usage. Once a listserv has been created, the owner of the account may grant membership to desired users by having them subscribe to their list.

To request a mailing list, see Listserv Support at:
http://www.nwmissouri.edu/compserv/ClientComputing/listserv_support.htm

Email User Tips

- Keep email messages short and to the point. Use correct grammar and spelling. Do not use uncommon abbreviations.
- Use the Subject line when sending a message to aid the recipient in responding to email.
- When replying to an email message briefly summarize the message you received from the sender.
- To avoid difficult to read messages, use upper and lower case letters.
- Send messages only to people to whom the content is relevant.
- Never read another person's messages. Email is no different than mail received through the post office.
- Be polite and do not use threatening, hateful or otherwise abusive terminology in your messages.
- Do not abuse the privilege of sending email.
- Email messages are not private. While messages are in transit, they may pass through several systems where people can read them. Messages may also be printed by the recipient and be read by others. A general guideline is that if you would not want someone else other than the recipient to read the message, then do not send it by email.
- Email is easily misdirected due to misspellings, therefore, be careful to ensure an email address is correct before sending a message. Also, if you receive a message, keep in mind it might not be directed to you.
- Northwest students, faculty and staff must honor a recipient's or a list owner's request to stop sending messages. An exception would be granted to faculty, staff and students sending to recipients under their authority. Such exceptions include the following:
  - Faculty sending messages to students enrolled in the their class.
  - Supervisors sending messages to their department.
  - An organization sending messages to its membership.

If messages continue to be sent to the user despite a request that the messages be terminated, the user may report the email abuse to the Student Affairs office at 660-562-1242 or the Client Computing—Information Systems Help Desk at 660-562-1634.
Harassing Email

Harassment and intimidation of individuals via email on the basis of race, sex, or religion, as well as ethnicity, sexual orientation, or disability is strictly prohibited.

If you are the recipient of harassing email or chain mail, it is important to keep copies of these messages in your inbox. Copies of the messages will be needed as evidence for the violation in question. **Do not delete the harassing message or messages!**

Inappropriate use of campus email will result in required attendance at Northwest's Computer Policies/Ethics Workshop and/or other disciplinary action through the Student Faculty Discipline Committee.

- Report chain letters or unsolicited mass mailings to the Client Computing office or the Client Computing—Information Systems Help Desk at 660-562-1634.
- Report immediately to University Police at 660-562-1254 all threats to persons and property or by filling out the online complaint form at the University Police web site:
  
  [http://www.nwmissouri.edu/police/forms/anonymous.htm](http://www.nwmissouri.edu/police/forms/anonymous.htm)

Prohibited Email

Types of email that inappropriate and prohibited on the campus network are:

- Creating, forwarding or spreading chain letters in any manner is against university policy. A chain message is any message that urges recipients to pass its contents along to others.
- Do not mail-bomb other systems or users. Mail-bombing is defined as sending or urging others to send a large amount of email messages to a mail server or an individual's mailbox with intent to crash the server, fill the user's mailbox or harass the recipient.
- The sending of mail from Northwest servers for a commercial purpose (advertising/selling products for profit or personal financial gain) is against Northwest and MOREnet policies.
- Messages with content about selling products or asking for donations may be in violation of Northwest's solicitation policy.
- Do not use computer systems to send, post, or display offensive or abusive messages. This includes any text, graphic or image that would be considered by the recipient to be slanderous, vulgar, or defamatory.
- Don't falsify sender's identity. Communications must show the senders true identity.
- Using a mailing list to send messages whose content does not follow the intended purpose of the list is against Northwest policy.

Net Send

Net Send is governed by the same guidelines as email.

Counseling Center Fall & Spring Trimester Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>8 a.m. — 5 p.m.</td>
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<tr>
<td>Tuesday</td>
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<tr>
<td>Wednesday</td>
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</tr>
<tr>
<td>Thursday</td>
<td>8 a.m. — 5 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8 a.m. — 5 p.m.</td>
</tr>
<tr>
<td>Office Phone</td>
<td>660-562-1348</td>
</tr>
<tr>
<td>National Sexual Assault Hotline</td>
<td>1.800.656.HOPE</td>
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For after hours emergencies contact University Police at 660-562-1254 or dial 911.