



E-mail Communication

Departmental Responsibility: Office of General Counsel
Internal Guideline: 02.B.07.01

This information is provided in this location for the convenience of our employees.

Purpose

To establish e-mail as an official form of communication from Clemson University.

E-mail is considered a form of official communication from Clemson University to its faculty, staff, and students. The University expects that e-mails sent to an official University-provided account will be read in a timely manner.

You may read the complete Statement at <https://www.clemson.edu/administration/ogc/documents/email-policy.pdf>