PURPOSE: To establish uniform email addresses, email groups for use by residents, program leadership and administration, and standards for timely review and response of official program communications.

POLICY: The residents' university email account is the official method of electronic communication between the program and resident. When not on approved leave, residents are required to check this account on at least a daily basis and respond as appropriate in a timely fashion. Email groups are established for the use of group emailing for residents, program leadership and administration.

PROCEDURES:

1. Each resident must establish, maintain and use an email account with the University of Illinois at Urbana-Champaign as their primary method of email communication for program-related matters.

2. All residents are responsible for reading their university email each working day and are responsible for information disseminated to this email. This applies to email sent to the group email lists as well as email sent to individual resident University email accounts.

3. Realizing the public nature of email, residents, program leadership and administration will not utilize group email accounts for email to individuals.

4. Email groups are set for each individual class and the residency as a group. Residents, program leadership and administration are encouraged to utilize group email addresses for general communication within the residency.

5. The residency program reserves the right to filter emails sent using the group email lists.