

The Faculty of Graduate Studies
Email Account Policy

Official communications from the Faculty of Graduate Studies or the Graduate Program Offices and other University Offices is sent only to yorku.ca email addresses (schulich.yorku.ca addresses in the case of Schulich students).

It is the students' responsibility to obtain a yorku.ca email address and manage their email account:

- Check for messages on a regular basis;
- Manage the "mailbox" within specified quota to ensure continued reliable delivery of messages;
- Where applicable attend to junk/spam messages to ensure that legitimate messages are not overlooked.

Forwarding of email messages to a non-yorku.ca address is discouraged; however, if this is done the responsibility remains with each student to manage their email so as to ensure reliable receipt of messages.

When communicating with offices of the University or in a teaching capacity the yorku.ca email account must be used.

To activate your York e-mail account go to the York Home page (www.yorku.ca), then click on "Current Students," then click on "My Mail" on the left side of the screen and follow the prompts.

If you have any questions or concerns about this policy, please e-mail fgsgen@yorku.ca.

Graduate students are required to begin changing their personal e-mail accounts to an official York e-mail account i.e. an e-mail account ending in yorku.ca, for all correspondence to be received from York. If students are already using a York e-mail account they will not have to do anything. Every graduate student should have a York e-mail account.

The Faculty of Graduate Studies has not brought this forward before because of difficulties with spam; however, Computing & Network Services (CNS) appears to have this under control.

The reasons for this change in policy are many:

- In the past Graduate Studies and Graduate Program Offices have had difficulties ensuring that graduate students have received official communications.
- Outside e-mail accounts like AOL, or Hotmail, sometimes perceive York e-mails as spam and as a result, the messages do not go through.
- We have had instances where people have misrepresented themselves through outside e-mail accounts as though they were graduate students.
- In the Faculty of Graduate Studies many students are both students and employees. For this reason, York official communications should be going out to a York e-mail account.