Student Email Accounts

The purpose of Lander University's student e-mail system is to provide e-mail services to enrolled students of the University. This type of service allows the student to conduct collaborative work efforts and share information with students, professors, and other individuals regardless of time and/or geographic boundaries. Because of this open freedom, and the possibility of conversing with individuals with whom you may have never met, students should conduct themselves in an appropriate manner during their communications. Every e-mail message sent from your Lander account carries Lander's name, and all communications should reflect that.

This service is provided free-of-charge to the students of Lander University. Accounts are for individual use, and should not be loaned out to family or friends.

Issuance of Accounts

All students are issued an official Lander University email account when they register for their first class at Lander. **The student email account is the official email address to which the University will send electronic communications.** This official address will be recorded in the University's electronic directories and records for the student. For these reasons, **all students** are required to use, and maintain their university-provided email accounts. Information Technology Services will perform the account creation without any action necessary by the student.

Account Information

Your email account information is listed under the "Personal Information" section in Bearcat Web. Your Lander student email address will be listed as your preferred address and cannot be changed.

Students may also obtain email account information from the ITS Help Desk located in the Computer Commons of Jackson Library with proper identification.

Expiration of Accounts

Graduating students

- Accounts for students who graduate will expire 30 days after graduation.

Non-graduating, non-returning students

- Accounts for non-returning students will expire at the following term of non-enrollment.

Students taking contract courses

- Accounts for students participating in contract courses will expire at the end of the course.

Password Administration

At time of enrollment, the student will be provided with information concerning his/her account and a default password for that account. Email account information can also be obtained from the ITS Help Desk located in the Computer Commons of Jackson Library with proper student identification. The student must change this password every 365 days.

Use of Student Email Accounts

Student email accounts are subject to the university's Technology Acceptable Use policy. Students are responsible for reading, understanding, and complying with that policy. Questions regarding the acceptable use of student email accounts should be directed to the Office of Information Technology Services.

E-mail services are not to be used for any type of harassment of an individual or organization. If you feel as though you are receiving e-mail of this nature, report any and all occurrences to the Office of Information Technology Services at (864) 388-8234. Users will need to keep both printed and electronic copies of the harassing e-mail; this will aid in locating the individual who is harassing them.

Attachment Size

Email attachments are limited to 10 MB. Please use careful judgment when sending email attachments that are large in size.

History

Reviewed and revised 6/26/2019.
Revised 2/25/2015.