Email is recognized by Auburn University and the Harrison School of Pharmacy (HSOP) as an official means of communication. The following policies and procedures govern the use of email and email accounts within the HSOP.

1. All members of the HSOP (faculty, staff, graduate students, and student pharmacists) are expected to check their email accounts regularly and respond to emails in a timely fashion. HSOP members may be held accountable for consequences that occur as a result of not regularly reading and responding to email.

2. HSOP students are prohibited from forwarding Auburn University email accounts to outside email exchanges (i.e. Google Mail, Yahoo) as those email services are not HIPAA compliant. Students are required to utilize Microsoft Outlook (provided free to students by Auburn University) as their email exchange provider.

3. Auburn University email accounts are to be used for University/HSOP purposes. HSOP members must adhere to University policies regarding email accounts and their usage.

4. HSOP members must adhere to appropriate courtesy and etiquette when using email, and must recognize that, at times, email may not be the most appropriate way to communicate with others in the organization.

5. HSOP members that wish to use their email account to buy, sell, or trade items to other members of the HSOP community must adhere to the following guidelines for the subject lines of such emails. Individuals NOT wanting to receive these types of emails can create rules (i.e., filters) to move any email with the following subject lines to their Trash (or similar) folder. Any deviations from these requirements in an effort to evade established rules/filters will be viewed as a breach of professionalism.
   1. “For Sale: <Item><Cost>”
   2. “Wanted: <Item><Cost>”
   3. “For Trade: <Item>”
   4. Example: “For Sale: 2 Student Football Tickets $100”