THE OHIO STATE UNIVERSITY
UNIVERSITY LIBRARIES

Student Employees, Teaching Assistants and Research Assistants Email Guidelines

Overview

All students at Ohio State receive an email ending in @buckeyemail.osu.edu. Students who work for the university can also receive an email address name.#s@osu.edu. Each email account has a distinct purpose. Using each account appropriately will provide separation and privacy between a student's academic life and university business. While it might seem like an inconvenience to use both accounts, there are very good reasons to do so.

Employee accounts are not given to students automatically. To request an account for your student employee, teaching assistant, or research assistant, follow the instructions in KB03389.

Student Accounts

Student accounts (@buckeyemail.osu.edu) should be used for all activities associated with being a student, such as:

- Corresponding with faculty and advisors
- Working with other students on group projects
- Communicating with extracurricular groups such as teams, clubs, Greek organizations, etc.
- Communicating with other offices of the university (Registrar, Bursar, Student Health, Student Life, Libraries, etc.) as it relates to any aspect of being a student
- Applying for internships, scholarships, and opportunities offered as part of your student education

Employee Accounts

Employee accounts (name.#s@osu.edu) should be used when you are conducting business of the university in your capacity as employee of the university, whether a student employee, teaching assistant, or research assistant. Such activities include, but may not be limited to:

- Communicating with supervisor or other employees about work projects for the employing unit
- Periodic reporting to supervisors about work that has been done
- Sending emails on behalf the of employing unit for a business purpose, handling room reservation requests, fixing AV equipment issues, or any other tasks that a student employee may be assigned by the employing unit
- TAs/Ras interacting with students/faculty/staff in their courses or research

Why Accounts Should be Kept Separate

Student Accounts	Employee Accounts
Could contain FERPA protected communications. Keeping educational communication in your student account will keep it better protected.	By Ohio law, University records, including emails, have to be maintained and disposed of in accordance with the Records Management Policy, university retention schedules and Information Security Control Requirement (ISCR) DAT3. There are fines and legal consequences for non-compliance.

Ohio's Public Records Laws are based on the content/purpose of the email message, not on the account they are sent from. Sending university business through student email accounts could subject the student email account to inspection by the Public Records Office or Legal Affairs to look for responsive records.	Business records could be subject to Ohio's Public Records Laws and have to be made available upon request within a reasonable period of time.
Business records have the potential to become part of litigation. Conducting university business through student email accounts could subject the student email account to a preservation hold or the discovery process.	Business communications may need to be accessed and referenced by others in the department after a student employee has left.
	ISCR IT12.8.1 requires work-related email and electronic communications to be done through the Employee account.
	Any business system requiring an email address to log into should use the Employee email address.

Configuring Both Accounts in Outlook

It is possible to access both your student account and business account through the Outlook desktop application. See the following Knowledge Base articles for information on configuring Outlook accounts:

- KB03389– University Email Service – Student Accounts
  - Instructions for Accessing Student Accounts linked from KB03389
- KB03627 – University E-Mail Service: Outlook for Windows Profile/Account Configuration
- KB06202 – Office 365 – Outlook for Mobile Devices (Configuration & Technical Help)
- Add a Shared/Organization Mailbox in Outlook
- Administrative Resource Center (ARC) Outlook guidance

University Records Management

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Records Management Tip Sheets and Guidance