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## EMAIL SERVERS CONNECTED TO UB NETWORK

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**Category:** Information Technology  
**Responsible Office:** Enterprise Infrastructure Services  
**Responsible Executive:** Chief Information Officer

**Date Established:**  
**Date Last Revised:** 5-3-2005  
**Date Posted to Library:** 9/2/2011

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### Summary

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This policy establishes requirements for the management of email servers connected to the University at Buffalo network.

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### Policy

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#### BACKGROUND

Email is an official and critical means of communication for students, faculty, and staff at UB. It is a core part of the IT infrastructure of the University and must be secured and protected as a critical system. It is important to secure campus email servers to prevent the spread of viruses through email, reduce spam traffic through open relay servers, and promote secure access to email.

#### POLICY AND PROCEDURE

This policy establishes requirements for the management of email servers connected to the University at Buffalo network by any means must either:

- Run an up-to-date antivirus package that scans and cleans all inbound and outbound email messages and attachments, or
- Direct outgoing mail to the central SMTP service where it will be checked for viruses

#### RESPONSIBILITY

Email servers must also be in compliance with the campus [Policy for Network Connected Devices](#).

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### Contact Information

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### Related Information

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**University Documents:**  
[UB Computer and Network Use Policy](#)