

Points to Note Regarding the Use of Email for Kyoto University Faculty and Staff

November 25, 2016

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Revised July 28, 2017

Revised January 1, 2024

Revised April 11, 2024

In accordance with Article 9 of the Kyoto University Regulations for Email Usage (determined by the Director of the Institute for Information Management and Communication on April 23, 2012), necessary matters for the use of e-mails for faculty and staff are stipulated as follows.

- Sending and receiving emails

Users should keep the following in mind when sending and receiving emails via faculty and staff email services.

- (1) E-mails pass through multiple computers on the Internet, but the communication is often not encrypted, so highly confidential (*1) information, such as personal information, credit card numbers, passwords, etc., should not be sent by email.
- (2) When sending email, be sure to check the recipient(s) carefully. If you have sent an email to the wrong recipient, ask them to delete it.
- (3) When forwarding an email that has been received, be sure to check the recipient(s) thoroughly and carefully check the contents to ensure that it does not contain confidential (*1) information.
- (4) When sending an email to multiple recipients outside the university, do not enter the address in “To” or “Cc,” but use “Bcc,” unless it is necessary to share the email addresses.
- (5) Refrain from using attached files to the extent possible. Share files using the faculty groupware, KUMail storage service, file sharing services, etc., and include the URL or storage location of the files in the email before sending. However, the storage location should be considered on a case-by-case basis in consideration of the level of confidentiality (*1).
- (6) As a general rule, do not forward emails to addresses that do not have a Kyoto University domain, even if sending to yourself using the faculty email forwarding settings. However, if it is unavoidable that you must forward an email to an address that does not have a Kyoto University domain, it must be done at the responsibility of the user in accordance with Article 7, Paragraph 1 of the Kyoto University Regulations for Email Usage (determined by the Director of the Institute for Information Management and Communication on April 23, 2012).
- (7) Always be aware of the possibility of falling victim to targeted email attacks and phishing scams, and do not carelessly open URLs included in the email body or attachments. (*2).
- (8) Accumulating emails in your inbox will slow down your email reception speed and increase the burden on the server, so delete emails from your inbox as appropriate, create folders, and sort the emails regularly.
- (9) When sending and receiving emails in the course of work, information should be shared with the parties concerned in the course of the work, for example, by including group and secondary group email addresses among the recipients.

*1: The level of confidentiality should be determined by each user based on the information rating criteria established by the university or department.

*2: Reference materials

“Targeted Email Attacks and How to Deal with Them” (Information Security Management Office, Information Infrastructure Division, Information Management Department)