



DEPARTMENT OF ADMINISTRATION

Enterprise Policy

DOIT-02-05-2013

DIVISION OF INFORMATION TECHNOLOGY

E-Mail Configuration Standard

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1. Purpose

- a. To define an effective, scalable, secure and manageable Physical Environment design and to facilitate one standardized infrastructure for the State's IT Environment. The Division of Information Technology (DoIT) shall govern the implementation and operation of these standards.

2. Scope

- a. This standard applies to any Agency's implementation of an IT Infrastructure. This standard may change at any given time to meet the Division of Information Technology (DoIT) needs.

3. Standard

- a. Department, agencies, boards and commissions, and other entities participating in the State's IT Infrastructure shall comply with all Physical Environment prescribed standards, processes, and specifications defined by the Division of Information Technology. DoIT will publish specific procedures and processes that Agencies will follow to implement Active Directory™.
 - (i.) Generic E-mail Addresses Standard format is as follows; Agency code, dot ".", Department acronym, optional dot ".", optional custom field (i.e. doh.hr.resumes@ri.gov). Mail enabled accounts may be created and then disabled to keep users from logging on the domain with the account.
 - (ii.) User E-mail Address Standard format should match the User Login Naming Convention followed by the Agency Identifier and @ri.gov, for example john.doe@ri.gov.

4. Exceptions

- a. Requests for variance and exceptions to this standard must be submitted through the DoIT change management process.

5. Signatures

Assistant Director of Planning, Policy & Technology Date

Director of Operations Date

Chief Information Officer Date

Director, Department of Administration Date