



Email Policy

Please note that email is Bishops' preferred method of communication. It is therefore important to remember to keep Bishops informed of any change to your email address.

Please ask your service providers to add @bishops.org.za as a safe sender so that emails from Bishops are not blocked.

Staff and pupils are encouraged to use email and e-mail accounts are provided to staff and pupils. All addresses are login_name@bishops.org.za.

Unacceptable use of Email includes but is not limited to:

- Messages relating to or in support of illegal or inappropriate activities
- SPAM/Mass Emails
- Chain letters
- Mail for solicitation purpose
- Mail involving commercial content

In addition, as contemplated under section 5 of the Regulation of Interception of Communications and Provision of Communication-Related Information Act (Act 70 of 2002) that Bishops authorities are entitled to intercept and monitor the content of any Internet usage, email messages, laptop content or other communications sent or received over Bishops' computer facilities in order to monitor and ensure compliance with these terms of use.

Mail is available off campus via a web interface
<https://outlook.office365.com/owa>.

All email signatures include the linked email [disclosure](#).