

IMT Standards IMT Standards Oversight Committee Government of Alberta	Effective Date: 2011-12-13 Scheduled Review: 2019-11-01 Last Reviewed: 2018-11-01 Type: Technical
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Email Conventions	
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Description of Standard

This standard outlines the specifications for email conventions within the Government of Alberta.

Standard Specification

- Primary government email addresses for individuals will follow the convention outlined below. Government employees are to use this as their public facing email address if they have more than one address.
- Standard Email format:
 Firstname.I.LastnameN
 Where:
 - Firstname is the employee's first name or preferred name
 - . period is used to separate the first and last names
 - I is the employee's initial should it be required. This is only required if there is more than one person with the same name. The initial is used to make the name unique.
 - Lastname is the employee's last name (last name **must** be the users legal name)
 - N is the numerical instance of the user account only when multiple user accounts are required.
 - Examples:
 Rob.Smith
 Rob.A.Smith
 Rob.A.Smith2
- Secondary government email addresses for individuals will follow the convention Firstname.LastnameN@gov.ab.ca, for example, for internal government use. N will be "2" for the second address, etc. Firstname and Lastname must be the same as the primary email address.

- Constituency email addresses will continue to follow the convention calgary.montrose@assembly.ab.ca.
- Additional rules apply to other role-based email addresses, location-specific address and addresses for other purposes, but these other address types must not be used by individuals as a substitute for individual government email addresses.
- Personal, non-government email addresses should be used for personal (e.g. family and private social) communications and must not be used for regular government communications.

Where to Apply This Standard

This standard applies to all Government of Alberta Ministries.

Authority and Exceptions

Internal Use Only

Supporting Documentation

Not applicable.

Owner

Service Alberta, Office of the Corporate CIO, Enterprise Operations and Infrastructure, Technical Solutions Architecture Team

Contact

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Additional Information

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