



California Institute of Integral Studies

Student Email (MyMail) Policy

Updated: January 23, 2020

All official communications to students from CIIS, and from students to CIIS, are conducted through students' university email accounts. At the time of admission students receive a MyMail@ciis.edu account in their name. Students are expected to: 1) check this account regularly; 2) correspond with CIIS faculty and staff through it; and 3) not share their account password. This assures that the student receives the email messages sent by CIIS faculty and officials, and that the emails received at CIIS have originated from the student and not someone posing as the individual.

It is possible to set up the university account to redirect to a personal account, but students do so at their own risk. Students are presumed to have received all emails sent to their university account, even if they do not get redirected, whatever the cause. CIIS' online course platform, Canvas, will not redirect notifications, including log-in resets. Even students who set up their accounts to redirect must still contact CIIS with their university email for the reasons stated above.

Students are encouraged to read the full Student Communication, Transaction, and Email Policies, found in the Academic Catalog on the CIIS website:

<https://www.ciis.edu/academics/policies-and-procedures> or in MyCIIS:

<https://my.ciis.edu/ICS/IT/Email.inz>

The university email account is on the Outlook platform and is part of a suite of free Microsoft Office 365 applications (Word, Excel, PowerPoint, One Drive) provided free to students. These are all cloud-based and are accessible through a web browser.

CIIS owns these email accounts and reserves the right to lock or purge them for students who violate the conduct codes found in the Student Handbook.