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STANDARD STATEMENT

1. When creating email accounts for individuals, agencies must use the naming structure of **firstname.lastname@agency.wa.gov** ^[1] either as an alias or the primary SMTP email address.
 - 1.1. Agencies may also use **firstname.mi.lastname@agency.wa.gov** ^[2] in cases where the employee commonly uses a middle initial or if needed for duplicate resolution.
2. The full email address must not exceed 64 characters in length.

CONTACT INFORMATION

Contact [OCIO Policy & Waiver Mailbox](#) ^[3] for additional information or to [request a waiver](#) ^[4].

REVISION HISTORY

Originally Adopted: November 2008

Revised: November 2015

SUNSET REVIEW DATE:

November 2017

ADOPTION DATE:

November 23, 2015

TSB APPROVAL DATE:

December 9, 2015

APPROVING AUTHORITY

/s/ Michael Cockrill

State Chief Information Officer

Chair, Technology Services Board

Source URL: <https://ocio.wa.gov/policies/1822010-email-address-naming-standards>

Links:

[1] <mailto:firstname.lastname@agency.wa.gov>

[2] <mailto:firstname.mi.lastname@agency.wa.gov>

- [3] <mailto:ocio.policy@ocio.wa.gov?subject=Standard%20186.10%3A%20%20Commonly%20Used%20Software%20Product%20Standard>
- [4] <https://ocio.wa.gov/policies/policy-103-technology-policy-standards-waiver-request>
- [5] <https://ocio.wa.gov/email-naming-guidelines>