STANDARD STATEMENT

1. When creating email accounts for individuals, agencies must use the naming structure of firstname.lastname@agency.wa.gov either as an alias or the primary SMTP email address.
   1.1. Agencies may also use firstname.mi.lastname@agency.wa.gov 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 for additional information or to request a waiver.

REVISION HISTORY

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APPROVING AUTHORITY

/s/ Michael Cockrill
State Chief Information Officer
Chair, Technology Services Board