Email and Calendaring

*Important* - When considering risk and security of sensitive and confidential information, please read the ISO Decision Matrix: Cloud Services from the Information Security Office.

There are two options for email at UT

**UTmail** - Is available to students, faculty and staff and is made available through Google.

**Features**

- Email account on the @utexas.edu domain.
- Unlimited storage, with none of the ads.
- Choose your own account name.
- Easy-to-use browser interface.
- Convenient syncing with mobile devices via app or browser.
- Information Security Office (ISO) approved Google Drive Integration with Canvas using your UTmail account.

**Eligibility**

*Lifetime* UTmail accounts are available to the below groups:

- Current and former students
- Alumni
- Retirees

Business UTmail accounts are available to current faculty and staff.

**Note:** Faculty and staff qualify for a UTmail business account, but will be deactivated when employment with the university has ended. University retirees are eligible to keep their account upon retirement.

**Office 365** - Is available to UT faculty and staff and delivers Outlook with web access (OWA) and a 50GB mailbox quota.

**Note:** Faculty and staff Office 365 accounts are created by ECE-IT. Please stop by EER 2.804 or email help@ece.utexas.edu indicating your affiliation with ECE (e.g. new faculty or staff member)

Office 365 accounts are preferred over UTmail in the below cases:

- You require calendar or resource (rooms, etc.) sharing with colleagues on AEMS (Exchange).
- You require email encryption or digital signature. *It is encouraged to implement a digital signature.*
- Your data is export controlled or subject to a Technology Control Plan, Non-Disclosure Agreement or Sensitive Data Control Plan.
- Your data is specifically protected by Health Insurance Portability and Accountability Act (HIPAA) or Federal Information Security Management Act (FISMA).
- Your data is specifically protected by a contract (e.g., NSF, NIH, DOE) and prohibits the use of 3rd party services such as Google's Gmail service.

Click **Getting Started with Office 365** for assistance configuring your mail client