



Use your **employee** NetID and employee email account for your Queen's employment  
 Do not...  
 X Use your **student** NetID and student email account for your Queen's employment  
 X **Forward** your employee email account to your student email account

*Do...*

Use your **employee** NetID and employee email account for your Queen's employment

*Do not...*

- X Use your **student** NetID and student email account for your Queen's employment
- X **Forward** your employee email account to your student email account

*Think about it...*

As a student yourself, would you want *your* student information—such as your student number and grades—to end up in your TA's personal email account forever?

## Beyond email

Use Office 365 to edit documents online and save files directly to OneDrive for Business.

Windows File Service

Windows Terminal Services

Encrypt documents

Encrypt personal devices