# **Standard 182.20.10:  Email Address Naming Standard**

**Purpose**

This standard provides common E-mail address naming conventions for employee E-mail aliases including the Session Initiation Protocol (SIP) and the User Principle Name (UPN), and the Simple Mail Transfer Protocol (SMTP). This standard designates the state's Email address naming conventions as common solutions for state government to promote common IT practices and provide an integrated end-user experience.

**Scope**

These standards apply to state of Washington executive branch agencies and agencies headed  
 by separately elected officials.

**Standard**

1. When creating email accounts for individuals, agencies must use the naming format of [**FirstName.LastName@agency.wa.gov**](mailto:firstname.lastname@agency.wa.gov) or [**Firstname.mi.LastName@agency.wa.gov**](mailto:FirstName.mi.LastName@agency.wa.gov) for the Primary SMTP Email address, Session Initiation Protocol (SIP) address, and the User Principal Name(UPN) . This applies to any individual that is assigned a State Email address.
   1. **FirstName** can be either the individual’s legal name or their preferred name that they are commonly known by as long as it meets the agency’s policy.
   2. **LastName can be one or more LastNames (Examples:** [**Person1.Smith@acy.wa.gov**](mailto:Person1.Smith@acy.wa.gov)**, Person2.SmithJones@acy.wa.gov.**
   3. The Primary SMTP, SIP, and UPN must match.
2. The local-part (before the @) of the address cannot exceed 64 characters as outlined in [RFC 5321](https://datatracker.ietf.org/doc/html/rfc5321) and the entirety of the address cannot exceed 256 characters.
3. Email accounts must be unique within each agency namespace. Duplicates may be resolved by adding a middle initial or a number following the LastName of the email address.
4. The format for Secondary/Proxy addresses are at the discretion of the agency.

Note: Special characters are not recommended and will be converted to underscores when they are [synchronized to M365](https://docs.microsoft.com/en-us/office365/troubleshoot/active-directory/email-address-contain-underscore).

**Exemptions**

This standard does not apply to:

1. Email-enabled accounts that are not the primary account of the individual. These include service accounts, groups, administrative accounts, shared mailbox accounts and other such accounts.
2. Institutions of higher education.
3. Employees where the email address of the individual should be obfuscated for the protection of the individual.

**Waivers**

Any agency that is not currently in compliance with this standard must submit a waiver request by 4/1/2022, following the instructions in [Policy 103 Technology Policy & Standard Waiver Request](https://ocio.wa.gov/policy/technology-policy-standards-waiver-request) to outline the agencies’ compliance plan.

For questions about this standard or to request a waiver, please contact the [OCIO Policy and Waiver Mailbox***.***](mailto:ocio.policy@ocio.wa.gov)

**SUNSET REVIEW DATE: TBD**

**ADOPTION DATE: TBD**

**APPROVAL DATE: TBD**