

## EMAIL ADDRESS NAMING STANDARD

**See Also:**

RCW [43.105.054](#) WaTech Governance

RCW [43.105.205](#) (3) Higher Ed

RCW [43.105.020](#) (22) "State agency"

[Microsoft 365 email address contains an underscore character after directory synchronization](#)

1. When creating email accounts for individuals, agencies must use the naming format of **FirstName.LastName@agency.wa.gov** or **Firstname.mi.LastName@agency.wa.gov** for the primary SMTP email address and the User Principal Name (UPN). This applies to any individual that is assigned a state email address.

- a. LastName can be one or more last names. Examples:  
[Person.Smith@agy.wa.gov](#), [Person.SmithJones@agy.wa.gov](#),  
[Person.Smith-Jones@agy.wa.gov](#).
- b. 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. Examples:  
[Person.Smith1@agy.wa.gov](#), [Person.Smith2@agy.wa.gov](#) or  
[Person.A.Smith@agy.wa.gov](#), [Person.B.Smith@agy.wa.gov](#).
- c. Where the name exceeds 64 characters, names may be shortened.
- d. The Primary SMTP and UPN must match.
- e. Exceptions to this requirement include:
  - i. Employees where the email address of the individual should be obfuscated for the protection of the individual in accordance with agency policy.
  - ii. An individual may use their legal name or their preferred name that they are commonly known by as long as it meets the agency's policy. This may include, but is not limited to, a single name or where a last name is traditionally first.
- f. Sub addressing, also known as plus addressing, is permitted. Sub addressing allows users to create a tag on the email address, for example [first.last+billing@agy.wa.gov](#). See support documentation [Plus Addressing in Exchange Online](#).

2. The local part (before the @) of the address cannot exceed 64 characters total as outlined in Request For Comment (RFC) [7504 SMTP 521 and 526 Reply Codes](#), and the entirety of the address cannot exceed 256 characters.
3. The format for authoritative, administrative, service, and secondary/proxy addresses is at the discretion of the agency.

## REFERENCES

1. RFC [7504 SMTP 521 and 556 Reply Codes](#).
2. [Plus Addressing in Exchange Online](#).
3. [Definition of Terms Used in Policies and Reports](#).

## CONTACT

- For questions about this policy, please email the [WaTech Policy Mailbox](#).
- For support with email services, please file a [support ticket](#).