



Otis College of Art and Design  
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February 25, 2008

Dear Otis Staff and Faculty Members:

This letter is to advise you of a very important change in Otis' future communications with you. As email has become a reliable communication vehicle, the College is moving forward with adopting Otis email as the official means for communication within the Otis community - for all faculty, all staff and all students.

**Especially important for those of you already using Otis email, beginning July 2, 2008, the ability to automatically re-direct or forward your Otis.edu email to a personal email address (like gmail or yahoo) will be discontinued for everyone, including all staff and faculty.**

There are several reasons why the full Senior Cabinet approved these changes effective this coming July 2008:

- To guarantee that communications and data sent between faculty, staff, and students at Otis are as secure and confidential as possible, in compliance with state and federal statutes.
- To guarantee the clear identity of the sender, receiver, and their affiliation with the College.
- To ensure that Otis email communications are professional and appropriate.
- To provide methods to track and troubleshoot email issues. Re-directed or forwarded emails currently provide no such ability.

Although these changes may *feel* inconvenient and may even *be* inconvenient for some members of our community, the overwhelming majority of the College's 40+ leadership team (Chairs, Deans, Directors, VP's and the President) believe these changes are necessary.

We hope that with this notification, you will begin now to use or practice using your Otis email so that you are completely comfortable with the new system before July 2<sup>nd</sup>. If you do not have an Otis email address or need assistance accessing your email, please contact Information Systems Manager, Eddie Urfano at 310.665.6913 or [eurfano@otis.edu](mailto:eurfano@otis.edu). Faculty members may also contact TLC Coordinator, Kathleen Forrest at 310-846-2576 or [kforrest@otis.edu](mailto:kforrest@otis.edu).

Thank you in advance for your understanding and continued support for our remarkable community.

Dana Lopez  
Director, Human Resources