



## Guidelines Maintenance of G-mail Accounts

### **Purpose:**

G-mail accounts have been set up for the ASQ Binghamton Section 205. The intent is to use these accounts to communicate routine Section 205 email communications when individuals on the Executive Committee choose NOT to use their personal email addresses.

### **Control Responsibility:**

The Section 205 System Administrator is responsible for granting access to the section G-mail account and the associated passwords.

### **Account Identification:**

The account names are: [binghamtonasq@gmail.com](mailto:binghamtonasq@gmail.com) (primary), [bingasqsect@gmail.com](mailto:bingasqsect@gmail.com) (secondary), and [asqbinghamton205@gmail.com](mailto:asqbinghamton205@gmail.com) (reserved)

### **Password:**

The current passwords will be maintained by the System Administrator in a separate "ASQ Gmail Account" Word document which can be found on the section laptop computer.

The password will be changed as deemed necessary or at the discretion of the System Administrator if unauthorized access or use is detected. Passwords will be maintained on the section laptop computer.

### **Intended Use:**

The G-Mail accounts are to be used for non-confidential and non-personal correspondence only; given the fact that several people may see the content of the site.

### **Responsibilities:**

The Binghamton Section Secretary has primary responsibility for deleting old and unneeded messages from the "Inbox" and the "Sent" document files.