



# Naming Conventions at Universität Hamburg for Office Email Addresses

## Version 1.02 (Last updated: 2 October 2023)

Version	Created on	Change/reason	Changed by
1.02	02 October 2023	Updated hyperlink under Point 4	J. Behnke
1.01	18 April 2018		

## 0 Preamble

In accordance with the Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG), Universität Hamburg is represented by the president. This involves ensuring the University's corporate identity is uniform across all platforms, and the origin of emails sent by its staff are clearly identifiable.

For various reasons, email addresses are often requested for areas of Universität Hamburg that perform specific functions (e.g., a front office or information office), referred to as office email addresses. As individual employee email addresses are temporary in nature, their use should be avoided as much as possible.

## 1 General

Office emails must be named according to an overarching naming convention to avoid any ambiguities or conflicts of interest. The naming conventions for office email addresses at Universität Hamburg are binding, and set out below.

## 2 Scope and binding nature

Adherence to the following conventions is binding for all university members and institutions.

## 3 Naming conventions for office email addresses

Office email addresses always comprise an alias and a domain (alias@domain).

Office emails are assigned to the top-level domain of Universität Hamburg email addresses, and thus always contain "uni-hamburg.de" (i.e., **functionname@uni-hamburg.de**).



The alias part of office email addresses must be as specific as possible and describe the local or global nature of the office email's function. Hence the alias takes the form of "function.institution" for local functions and "function" for global functions.

Examples of valid email addresses for office emails:

sekretariat.rrz@uni-hamburg.de

beratung.psych@uni-hamburg.de

kanzler@uni-hamburg.de

The abbreviation for the local function can be selected from a predefined list when you apply for an email address. Requests for new abbreviations can be submitted to the Department of Communication and Marketing as necessary. This department is responsible for approving new abbreviations which the RRZ then adds to the selection list.

Office email addresses cannot be used as the alias for a mailing list email address. The previous use of the alias email address `listname@uni-hamburg.de` for mailing list email address `listname@lists.uni-hamburg.de`, which was only deactivated in exceptional cases, will now be switched off. Existing alias email addresses remain valid.

## 4 Requesting an office email address

Apply to the Regional Computing Center at Universität Hamburg (RRZ) for an office email address:

[www.rrz.uni-hamburg.de/services/e-mail/fuer-mitarbeiter/exchange/gruppenpostfach.html](http://www.rrz.uni-hamburg.de/services/e-mail/fuer-mitarbeiter/exchange/gruppenpostfach.html)

Email the Department of Communication and Marketing ([online-dienste@uni-hamburg.de](mailto:online-dienste@uni-hamburg.de)) to request a new institution abbreviation or office email addresses without an institution abbreviation.

## 5 Deadlines

This regulation becomes effective on 1 August 2016. Existing mailing list addresses based on other naming conventions must be renamed by 31 December 2017 at the latest. Non-compliant addresses will automatically be deactivated after this time.