

# Alpine School District

## Email naming standard

09/2004

The options below demonstrate the standard from which to create new email addresses. Option One should be used first. If the email address from option one is already in use, then proceed to option two and so forth.

### Example of a Typical User

User's full Name: John Reginald Brown

#### Option 1

**How?** Email address is built with the first initial from the first name, followed by the entire last name.

Example email Address: [jbrown@alpine.k12.ut.us](mailto:jbrown@alpine.k12.ut.us)

#### Option 2

**How?** Email address is built with the first initial from the first name, followed by the first initial from the middle name followed by the entire last name.

Example email Address: [jrbrown@alpine.k12.ut.us](mailto:jrbrown@alpine.k12.ut.us)

#### Option 3

**How?** Email address is built with the entire first name, followed by the entire last name.

Example email Address: [johnbrown@alpine.k12.ut.us](mailto:johnbrown@alpine.k12.ut.us)

#### Option 4

**How?** Email address is built with the entire first name, followed by the entire middle name followed by the entire last name:

Example email Address: [johnreginaldbrown@alpine.k12.ut.us](mailto:johnreginaldbrown@alpine.k12.ut.us)

Note: This is for new email accounts being created within the district or for user accounts that are moving locations.