

# Email at CERGE-EI in general

## Email Related Guidelines

**CUNI Guideline - Use of private e-mail addresses:** [EN version](#) / [CZ version](#)

In principle: **NO PRIVATE EMAIL FOR OFFICIAL COMMUNICATION IS ALLOWED**

**...only work e-mail accounts** under institutional domain **may be used for employees to send work e-mail** messages at institution, to send e-mail messages to students, and any other communication at institutuín, as well as sending e-mail messages to third parties. With respect to the GDPR, it is not admissible to use private e-mail accounts or accounts at other organizations to send work e-mail messages, to communicate with students, to handle the official administrative agenda, etc.

## Email Services Limitations

### Amount of emails sent per hour for each user is limited to certain level

Current level is about 100 email sent per hour, which should be enough for regular email use.

It is a general security limitation and cannot be changed for individuals unfortunately.

There are serious objective reasons to limit this mostly because of security reasons and to keep general reputation score of our CERGE-EI site positive (so your regular emails will be well accepted by the other parties in the world)

Anyway, regular email system is not intended for mass mail services because it counts against the SPAM score and REPUTATION of the sit as a whole.

SPAM filters all around the world are becoming more strict every day. It is easy now to be on GRAYLIST or BLACKLIST and hard to get back from it...

### Possible workaround

You must divide your recipients amount into smaller packs and sent them in more batches sent each hour...

### Maximal size of Email Message

*!!! Please note, that base64-encoded files are usually about 137% the size of the original files.*



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