



INACTIVE EMAIL ACCOUNT POLICY

Conway Corporation reserves the right to reclaim any email account that is not being used and is otherwise inactive.

The protocol for inactive accounts is as follows:

If the account has not been logged into, through POP3s (via mail client) or IMAP (via Webmail), in the past 3 months the account will be disabled and deleted from the system.

Mail in the mailbox at the time of the deletion will not be saved, and the email address will not be reissued. This policy will look at each individual email account, not only the account holder.

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