Email Accounts

- All employees shall use corporate emails for any official communication.
- Email accounts belonging to government institutions shall have a domain with a suffix of .gov.rw for example abc.xyz@risa.gov.rw.
- The e-mail account format shall be FirstName.LastName@institution.gov.rw
- Administrative visitors to the institution, academic and professional interns, consultants and experts shall be assigned temporary email accounts to facilitate operations and communications and those emails shall be closed immediately after the user’s assignment is completed.
- Requests shall be made to the IT department and the temporary account created shall not be linked to the personal account (i.e., Gmail, yahoo mail, etc.)

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