The University of Florida provides email accounts to faculty, staff and students for the purposes of engaging in academic activities and conducting university business. While limited personal use of these email accounts is not prohibited, in many cases it could be undesirable for the user to do so.

University email is subject to the Florida Public Records law and may have to be disclosed in response to a request, subpoena, investigation, or legal discovery process that involves the university or an employee specifically. While there are specific exemptions in the law (such as student records, patient information, and Social Security Numbers), personal messages sent or received using university email could become public.

University of Florida business must be conducted using an assigned ufl.edu email address. Using personal email accounts or addresses to conduct university business is prohibited.

UF email addresses may not be used to register personal-use software. Software often has different license terms for home/private use than for commercial/business use and registering using a university account can imply that the software is for UF’s business use.

References:

University of Florida Policy on E-mail as Public Records
https://ufcn.urel.ufl.edu/email/email.html

University of Florida Email Services Policy https://it.ufl.edu/policies/email/electronic-mail/