

Work email is very important at companies because the employer owns the email server and is allowed to review its contents. For example, an employer can check all the email that is sent from or received on the server. Nevertheless the employer must let the employees know that the email is not private and is being monitored. Employees must also agree that work email is for work only. Sending and receiving private messages via the work email address is a violation of company policy. Following the preset rules, employees will avoid any conflicts with privacy.