Article 1: Conditions of use

1. The users can only have access to the WorkSpace website and benefit from the services provided if they agree on the present general conditions of use.
2. The contractual documents which apply to the users are:
   - The present general conditions of use
   - If applicable, the specific conditions for some services accessible from the WorkSpace
3. The present general conditions take effect and are enforceable as of the date of subscription by the user.
4. The present general conditions are agreed on for an undetermined length of time. They are enforceable to the user during the whole length of use, until new general conditions replace the present.

Article 2: Electronic mail

1. It's up to the user to make sure:
   - The solution is adapted to his needs, especially according to information supplied on the dedicated material
   - He has the skills necessary to use the solution
   - That the people with whom he shares one or more WorkSpace tools (address book, calendar...) will be likely to run efficiently the shared solution
2. In any case, the implementation of the solution by the user will be undertaken under his sole verifications, direction and responsibility.
3. It's up to the user to keep a look out for evolution opportunities in computer resources and transfers at his disposal so that these resources may adapt to the evolution in both the space and the solution supplied by the service provider.
4. The service provider will not be liable for:
   - Loss of data and/or content stored on the user space
   - Disruptions or impossibility for the user to use his user space
   - Attacks on computer security, which may cause damage to the user’s computer devices and data
   - Fraudulent or abusive use or deliberate disclosure or giveaway to anyone of the access codes the user was entrusted with

Article 3: Access to the service

1. Email isn't submitted to disk space quota as explained above and there is no maximum authorized size for emails. The "Trash" and "Spam" folders (visible on WorkSpace and through IMAP) are emptied automatically after 15 days.
2. Each set email address must be checked at least once every 12 months (POP, IMAP, or
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WorkSpace), or be forwarded to another checked email (without keeping copies of sent messages), to remain active.

3. After 11 months of inactivity, a warning message will be sent to the people in charge of the contract, and 30 days later, without any news from them, the email remained unchecked will be destroyed.

Article 4: Access to the service

1. The website is accessible 24/7 on a normal basis, for all users. The service provider will not be liable for website or service disruptions, be they deliberate or not.
2. The service provider reserves the right without notice or compensation to suspend or close temporarily or permanently all or part of the website or all or part of the access to the solution notably to undertake updates or any maintenance operations.
3. The service provider reserves the right without notice or compensation to suspend or close temporarily or permanently all or part of the website or all or part of the user’s access to the solution, especially if the latter:
   - Compromises or attempts to compromise the quality of the service or the security of a third
   - Behaves in a way that will affect the integrity of the solution or the service provider’s computer systems, or that of his suppliers or subcontractors
4. The service provider reserves the right to bring to the website and its services provided all modifications and upgrades it will judge necessary or useful for the good running of its website and associated services.

Amendment dated 01/12/2014