



REQUEST FOR DEPARTMENTAL E-MAIL ACCOUNT

- New Account
- Delete Account
- Change Name of Existing Account
- Additional Alias

PLEASE ALLOW 2 WEEKS FOR PROCESSING OF REQUEST

New Account * Please wait for request to be approved before publishing

Account Name: _____ 6 character minimum

Please specify details of person who will manage the account:
(It is the responsibility of the account manager to ensure that all email is answered in a timely and professional manner. A backup must be arranged to monitor the account while the account manager is away. The account manager can give others access using Notes mail delegation.)

Name: _____ Phone: _____

Department: _____

Delete Account

*Future emails sent to this address will be returned to the sender.

Account Name: _____

Change Name of Existing Account:

*Future emails sent to the old address will be returned to the sender.

From: _____

To: _____

Additional Alias:

*Alias cannot be forwarded to a personal account

Alias Name: _____

Forward to Account: _____

Reason/Justification (required)

Requestor: _____ Date: _____

Line Officer: _____ Date: _____

**Your Lotus Notes account is subject to the Marist College Information and Computing Agreement.*