

# DEPARTMENTAL EMAIL FOLDER UHD ACCOUNT REQUEST FORM

## Contact Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Extension

\_\_\_\_\_  
Department

Please provide a preferred Departmental/Group Email Address. **For Example: police@uhd.edu**

\_\_\_\_\_

## Please list all users who should have access to this mailbox.

Employee Name

Type of Access required

Read only  Editor  Send As

\_\_\_\_\_

Read only  Editor  Send As

\_\_\_\_\_

Read only  Editor  Send As

\_\_\_\_\_

**Read Only Access** – User can only read incoming emails to the group email.

**Editor Access** – User can read incoming emails as well as compose new emails and delete old emails.

**Send As Access** – User can send email on behalf of departmental / group email.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head/Area Manager Signature

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For IT use: Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Help Desk Call# \_\_\_\_\_