

ICT Non-Personal Mailbox Request Form

Complete and submit this form to request a mailbox for a particular function e.g. conference, school or unit office etc.

- Only permanent staff members may request a non-personal mailbox
- When you sign this form, you agree to abide by the “Computer Resources – Acceptable Use Policy” which can be viewed at <http://go.qub.ac.uk/itpolicies>
- Failure to complete all sections of this form may result in a delay in account creation.

Full Name	
Staff Number	
School/Institute/Unit	
Email Address	
Telephone Number (ext.)	
Mailbox Descriptive Name	
Requested Email Address	
Expiry Date (if required for a limited time)	

Declaration: I have read and agree to abide by the “Computer Resources – Acceptable Use Policy”.

Signed	
Date	

Please return this form electronically via Site Helpdesk or by email to itservicedesk@qub.ac.uk.

If you are unable to return it electronically, you can return it to the IT Service Desk, Ground Floor, McClay Library.



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If you require any assistance, please contact the Service Desk on 028 9097 3760