**ICT Personal Mailbox Request Form**

Complete and submit this form to request a mailbox for a particular user eg. a staff member.

* Information Services may choose to reset your existing password and provide you with a new password.
* 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.

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) e.g. WILLIAM JAMES |  |
| Common Name e.g. BILL |  |
| Title, other initials e.g. DR WJ |  |
| Staff Number |  |
| School/Institute/Unit |  |
| Department |  |
| Departmental Address |  |
| Alternative Contact Information e.g. extension/mobile/email |  |

Have you ever had an e-mail address at QUB Y/N:

If yes, please specify your previous address:

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](mailto: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.

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