

## Live Mail Shared E-mail Account Request Form

Last Modified: February 26, 2010

Please complete and print the following form for each Live Mail shared e-mail account. The completed form, along with the appropriate chair, supervisor or advisor signature must then be sent to User Support Services, who will forward the request to the system administrators for approval.

**Please note that only Full Access permissions can be given at this time.**

### Shared E-mail Account Information

Shared E-mail Address: \_\_\_\_\_@live.longwood.edu

What do you want to do?:  Create a new account  Delete this account  
 Add users  Delete users  
 Other (please describe): \_\_\_\_\_

### Requested Access

Name	Send As	Name	Send As
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you need to send messages as the shared e-mail account instead of themselves, please mark the **Send As** column.

### Point of Contact Information

Name: \_\_\_\_\_  
Department or Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

By signing, you authorize creation of the above named Live Mail shared e-mail account on Longwood's e-mail system. You verify that the account will be used in accordance with Longwood's [Acceptable Use Policy](#) and that any abuse of the account will be immediately reported to IITS.

### Chair Or Supervisor Approval\*

Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

**IITS will conduct routine checks every year to verify that this account is actively being used. Inactive accounts may be removed from the system.**

**\* Per [policy 6105](#), you cannot be listed in the Requested Access section. If you need access, please fill out another form and obtain approval from your supervisor.**

### IITS Approval

Sys. Admin. Signature: \_\_\_\_\_ Date: \_\_\_\_\_