



UMB MS EXCHANGE E-MAIL ACCOUNT REQUEST FORM

1. Please type or print clearly
2. Get authorizing signature(s)
3. Return completed form to: IT Service Desk, Healey, 3rd floor, Attn: E-mail account

Full name: _____ Employee ID Number: _____
Last name , first name middle initial

Campus Telephone: _____ Date: _____

Department: _____

Campus Address (bldg/floor/room): _____

University policy requires that e-mail addresses be a true representation of the user. The standard formats are:

firstname.lastname@umb.edu Example: john.doe@umb.edu
 unitname@umb.edu Example: ITServiceDesk@umb.edu

If you believe you need a different e-mail name, please attach a written request stating the reason, signed by both you and your department head. (You will be contacted if your request cannot be approved.)

Individual Account Type: Faculty Staff Temp Status: Full-time Part-time

Check here is the account is for new faculty

Departmental Account Type: Main Other unit:

Unit name needing account: _____

Departmental accounts also require a formal display name for the directory, a name that is descriptive for the university community.
Example: If "ITServiceDesk@umb.edu" is the account name, the display name should be "IT Service Desk"

Formal display name: _____

Applicant: _____ Date: _____
(signature)

Department Head: _____ Date: _____
(signature)

Department Head _____
(print name)

Questions? Please send email to ITServiceDesk@umb.edu or call 617-287-5220