

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.

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



QF/01P

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