**ICT Personal Mailbox Request Form**

Complete and submit this form to request a personal mailbox for a staff member.

**Please note:**

* Failure to complete all sections of this form may result in a delay in account creation.
* When you submit this form, you agree to abide by the “Computer Resources – Acceptable Use Policy” which can be viewed at <http://go.qub.ac.uk/itpolicies>
* QWorkers should be aware that access to QUB systems including email will only be for the duration of your live assignment.  Email accounts and OneDrive contents will be deleted 90 days after your assignment end date. Please speak with your hiring manager regarding the storage of documents for future reference after your assignment ends.

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| Staff Number |  |
| School/Department |  |
| Alternative Contact Information e.g. email address |  |
| Additional Information  Please use this field to supply any relevant information regarding the request |  |

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

If yes, please specify your previous address:

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 02890 975050.