



University of Kansas –Department of Information Technology
EXCHANGE DEPARTMENTAL ACCOUNT REQUEST FORM

Create a new Exchange account for use in my department.

(First choice login name, lower case, 3-16 characters long)

(Alternate choice login name, lower case, 3-16 characters long)

(Password: 8 characters minimum using letters, numbers and special characters)

Create a display name for the departmental account.

(The display name is a descriptive name for the departmental account that will appear in Outlook’s global address book. Also note that only approximately **thirty letters and spaces** will appear in the global address list, although the name can be as long as you require. Try to abbreviate as much as possible for long departmental names.)

(Enter display name above as you would like it to appear in the global address book)

Please describe below the reason/ use of this account:

I would like to redirect an existing *alias@ku.edu* address from an existing account to my Exchange account.

_____ currently directs mail to _____
(Enter the existing alias here) (Enter the existing mail account here, example *login@mail.cc.ku.edu*)

I would like to create a new *alias@ku.edu* address for the new exchange account. The new alias will be the same as the login name

I would like to create a new alias. The new alias will be: _____@ku.edu

I would like to discontinue using an existing Exchange account _____
(Enter the existing Exchange account here)

(NOTE: DISCONTINUING AN EXISTING EXCHANGE ACCOUNT WILL DELETE THE ACCOUNT AND ALL E-MAIL STORED ON THE EXCHANGE SERVER, FILES WILL NOT BE RESTORED AFTER IT HAS BEEN DELETED)

File space is limited to 100 MB on the Exchange Server, per department account. Users (accounts) will be sent e-mail notifications if they are near to or have exceeded their limits. Users with file space problems or concerns should contact the IT Customer Service Center at (785) 864-8080 or send an e-mail to acctappl@ku.edu. If lack of available space becomes a problem, Information Technology may adjust disk space policies. To request additional space please go to the following: <http://www.email.ku.edu/faqs/quotas.shtml>. You must login with your online ID to make this request.

Departmental accounts must be renewed each year. Student organizations are encouraged to contact Student Involvement and Leadership at orgs@ku.edu, each May to ensure account renewal.

I certify that this account will be used as outlined in the description above. I agree to comply with the policies of the University of Kansas and Information Technology regarding the proper use of this account and the resources that accompany it.

Department name: _____ Cost Center: _____

Signature: _____ Date: _____ Telephone number: _____
(Project Director)

Project Director’s Name: _____

Name of primary user of this departmental account: _____

E-mail address to send confirmation to: _____ (Primary account user is preferred)

Questions filling out this form: Contact IT Customer Service Center Call 785-864-8080

Send completed form to:

Information Technology –Account Management

Computer Center | 1001 Sunnyside Avenue | Lawrence, KS 66045 | (785) 864-0439| Fax: (785) 864-0485 | www.ku.edu