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| **Generic Account Request Form** |
| Please fill out the form below and email back to it@museums.ox.ac.uk |
| Account Owner’s University Card Number: |  |
| Generic Account Name/Username: | **­­\_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_** | *All accounts need an 8 letters/numbers username to identify the account* *E.g. an account used for Exam Services could be examserv* |
| Email address: |  | *The actual email address people will use* |
| Display Name: |  | *The name displayed in the Global Address List and when received by the recipient.* |
| Show address in contact search? |  | *Use this option to enable the address on the contact page on the university website.* |
| **Please choose one of the following options** |
| 1. Access by delegation from Outlook?
 |  | ***This is the most common method to share access to the account.****Using this option, you will be able to add the mailbox to the list on the left in Outlook as an additional mailbox.* |
| 1. Access using an SSO Password?
 |  |  | *Using this option, you will be able to sign in to the mailbox as you do with your personal email.**This is usually required for generic mailboxes used by temporary staff.* |
| **If you chose option A) for Access by delegation from Outlook**Please list the names of people who require access: |
| Name | SSO account or Uni. Card barcode | Access required: Full read/write access (f), Send As rights (s), Both (fs) |
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