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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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