

Missouri State University Departmental Email Request Form

Missouri State departments may obtain email addresses on the Missouri State email system. The department head will be the mailbox manager, who is Computer Service's official contact for the departmental email address. The mailbox manager will be responsible for requesting access to the mailbox on behalf of other users. If desired, the department head can assign someone else the role of mailbox manager.

Departmental email will not be sent or "forwarded" to the manager's individual email account. The incoming mail will be held in a separate mailbox to which the manager and other users will be given access. This mailbox can be accessed through Microsoft® Outlook™ and Bearmail.

Please print.

Department Name: _____

Department Head: _____

Department Head's Email: _____

Department Head's Signature: _____

Additional Users (Public IDs): _____

Departmental Email Address

Departmental email addresses will be in the form of Department@missouristate.edu

The official University name of the department is the default email address and will be used unless another address is requested and approved. If a department wishes to request something other than the default name, then the portion below should be filled out. The University will try to honor requests for alternative addresses, but reserves the right to edit any address at its discretion. Addresses can include up to 64 characters. Allowable characters are:

1. Alphabetic characters A-Z (upper and lower case)
2. Numbers 0-9
3. The hyphen (-)

Note: Spaces and underscores are not allowed

Requested Alternative Address:

_____ @missouristate.edu

When finished, please return this form to:

Pat Day
Cheek Hall 165
(417) 836-6555