Office of Information Security
014 Allegheny Hall
West Chester University
West Chester, Pennsylvania 19383

610-436-3192
fax: 610-436-3110
http://www.wcupa.edu/infoservices/security/

Shared Mailbox Application

Part 1: Mailbox Information (please type or print)

Account Display Name: _____

Account Email Address: _____

Mailbox Status: ❑ Permanent ❑ Temporary until _____

Mailbox Type: ❑ Standard ❑ Announce-Only

Mailbox Organization: ❑ Department ❑ Student Organization

Part 2: Approval
The mailbox named above has my approval for creation.

Department/Org Name: _____

Department Head/Advisor Signature: _____

Department Head/Advisor Email: _____

Phone Number: (___) _____

Part 3: Permissions
List Names (and WCU ID numbers for students) with permissions. Designate Full Access (FA) or Read Only (RO) access.

Other Notes/Requests:

Information Services Use Only	
PASSHE SAM:	Created By:
	Date Created:

Definitions

Standard Mailbox: Shared mailbox that allows sending and receiving of email.

Announce-Only Mailbox: Shared mailbox that allows sending, but not receiving of email. Any email sent to this mailbox will receive a standardized automatic reply.

Display Name: The name displayed on the address line and Global Address Book.

Email Address: The address for the account that will be used for people to send email to the mailbox.

Full Access: Users can send email impersonating the mailbox.

Read-Only Access: Users can read and delete messages, but cannot send/forwarding email impersonating the mailbox.

Directions

New Request: Fill out form as much as possible. Once completed, scan or fax it to Networking & Telecommunications. Fax (610-436-3110)

Changes: Can be submitted via email to wcunaa@wcupa.edu or the IT HelpDesk.

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