

# INFORMATION TECHNOLOGY SERVICES

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## Departmental Exchange/Outlook Request

Please complete the form and give to the mailbox owner or the [ITS CSS Contact](#) of the Department which owns the mailbox for approval and submission.

Global Address List Display Name:

Requested Alias/Email (ex: alias@albany.edu):

Department:

Create New  
 Update Existing

### Owner Information

Last Name:

First Name:

NetID:

### ADD Access:

Last Name	First Name	NetID

### REMOVE Access:

Last Name	First Name	NetID

CSS Contact Signature:

CSS Contact Printed Name:

CSS Contact Phone:

Date:

Fax To: **CSS Accounts and Access Office, 442-3847**  
 College of Arts and Sciences faculty and staff, fax form to 442-3882

