



Office of Information Security | West Chester University | 002 Anderson Hall
West Chester, Pennsylvania 19383 | 610-436-3192 | fax: 610-436-3240
wcupa.edu/infoservices/security/

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.

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.

Directions

New Request: Fill out form as much as possible. Once completed, scan or fax it to Information Security. Fax (610-436-3240)

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