

# Request for Microsoft Exchange personal email address and mailbox

For use by staff and postgraduate students.

<b>APPLICANT'S DETAILS (The person requesting the mailbox)</b>			
<i>If you are both a staff member and postgraduate student we recommend you select the Application type that you will hold longest without interruption. For example, postgraduate students who are also sessional teaching staff should select Postgraduate student to avoid loss of access to email during non-teaching (ie. non-employment) periods. You must select one option only.</i>			
<b>Application type (Select one option only):</b>	<input type="checkbox"/> Staff member <b>OR</b> <input type="checkbox"/> Postgraduate student		
<i>If you are applying as a staff member, please enter your staff number as the Murdoch Username. If you are applying as a postgraduate student, please enter your student number as the Murdoch Username. You will use the supplied Murdoch Username and corresponding Murdoch Password to access your mailbox.</i>			
<b>Murdoch Username:</b>			
<b>Title (eg. Mr/Ms/Miss/Mrs/Dr/Prof):</b>			
<b>Given name:</b>			
<b>Family name:</b>			
<i>If you are applying as a staff member, please enter your position (job) title.</i>			
<b>Position Title:</b>			
<b>Division/Faculty/School/Office:</b>			
<i>Please provide a telephone number that we can use to contact you for any questions related to your application.</i>			
<b>Telephone Number:</b>			
<i>Use the section below to add any notes or additional information you may have been asked to provide with your application.</i>			
<b>Notes and additional information:</b>			
<ol style="list-style-type: none"><li>1. I have read and understood, and will abide by, the "Standards and Guidelines for All Users of University Computing and Network Facilities" of Murdoch University's "Information Technology Security Policy". (<a href="http://www.murdoch.edu.au/admin/policies/itsecurity/">http://www.murdoch.edu.au/admin/policies/itsecurity/</a>)</li><li>2. I accept full responsibility for the exclusive personal use of the email address and mailbox given to me.</li><li>3. I understand that the System Administrator or other authorised University official has the right to inspect, copy, remove or otherwise alter any data, file, or system resource which may undermine the authorised use of any computing facility, or to exercise any other rights necessary to protect University computing facilities.</li><li>4. I understand that Murdoch University accepts no liability for interference with, or loss of, any files, programs or data belonging to me resulting from its efforts to maintain the privacy and security of its computing facilities.</li></ol>			
<b>Signature:</b>		<b>Date:</b>	

<b>AUTHORISATION (required only for persons applying as a Postgraduate student)</b>			
<i>Persons applying as a postgraduate student must obtain authorisation from their Academic Supervisor or School Dean of their area of study.</i>			
<b>Name of authorising person:</b>			
<b>Position Title:</b>			
<b>Division/Faculty/School/Office:</b>			
I confirm the applicant is a postgraduate student and authorise the applicant's request for an email address and mailbox on the University Microsoft Exchange email system.			
<b>Signature:</b>		<b>Date:</b>	

**Send the completed form to the IT Service Counter, Murdoch University Library, South Street.** Your email address and mailbox will be active within one working day after lodging this form. Should you have any problems accessing your email, please contact the iT Service Desk on 9360 2000.