

STAFF EMAIL APPLICATION FORM
For use by Staff and Postgraduate Students with Staff status



Applicant's Details

(Please Print)

Given Names: _____

Surname: _____

Staff No: _____

Div / Sch / Off: _____

Tel. Ext: _____

Position (e.g., Staff, Postgraduate Student): _____

Any Special Requirements: _____

Important: Please note that your Email application will be processed provided that you are an active member of staff.

You can access your mailbox using your **Murdoch Username** and **Murdoch Password**. (Previously known as MAIS ID and PIN)

Conditions of Access

- I have read the "[Conditions of Use of Computing and Networking Facilities](http://www.its2.murdoch.edu.au/security/policy.html)" section from Murdoch University's "[Information Technology Security Policy](http://www.its2.murdoch.edu.au/security/policy.html)". (<http://www.its2.murdoch.edu.au/security/policy.html>)
- I agree to abide by the Murdoch University conditions covering the use of the University's computing and networking facilities as defined in the "[Standards and Guidelines for All Users of University Computing and Network Facilities](http://www.its2.murdoch.edu.au/security/policy.html)" section of Murdoch University's "[Information Technology Security Policy](http://www.its2.murdoch.edu.au/security/policy.html)". (<http://www.its2.murdoch.edu.au/security/policy.html>)
- 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.
- 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.

Signature: _____

Date of Request: _____

Note: Your Email will be active within one working day after lodging this form. Should you have any problems accessing your Email after the given period, please contact the IT Service Desk on Tel: 9360 2000.

[Eudora users can download a manual showing how to configure a mailbox here.](#)

Please forward the completed form to the IT Service Counter

Library Foyer

Telephone: 9360 2000

Facsimile: 9360 7588

Email: itservicesdesk@murdoch.edu.au