

OSA05 Shared mailbox and calendar Request Form
Please note the form needs to be completed and submitted ONLY
by the manager. This is a requirement for approval.
Special Purpose email accounts are not available to UNSW
Students.

Account Holder Details (mandatory)

Special Purpose email account are not available for UNSW students
Please list the details for the staff member responsible for this new account

Applicant zID:	Best Contact Number:	UNSW school/Department
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eg. z1234567

Office Location/Building

Purpose and Type of Account Required

New Email Account New Shared Calendar:

Shared mailbox Account Name Shared Calendar Name

Preferred email address For A/V resource

booking please specify A/V details

Alternate email address (if preferred is taken)

For Meeting Room
Mailbox members zID please specify room

location, floor number and room capacity

Members zID for calendar

Managers Approval - To be completed by UNSW Department Manager

Approving Managers zID: Phone Number:

Manager Approval

I certify that the above details are correct and the requested access is required for the above requester to perform their role and will acknowledge the responsibility to ensure they are aware of the required *Terms and Conditions*