

Requesting an Alias Address for an Existing Departmental Account

Mail to: ITS Enterprise Communications Team / 2800 UCC or Fax to: (319) 335-5505

NOTE: You must have a departmental account created before requesting an alias address.

Healthcare Users: go to <http://hcis.healthcare.uiowa.edu/helpdesk/> or call the HCIS Help Desk at 356-0001 to request a departmental account and/or alias address.

Departmental account alias addresses are available to University departments and organizations upon request. These aliases are assigned in the same format as an individual e-mail address (its-helpdesk@uiowa.edu). **The department name or abbreviation must appear first (e.g. ITS).** Please do not publish this address until you have been notified that your request has been processed.

STUDENT ORGANIZATIONS please go to <http://cs.its.uiowa.edu/exchange/shrdacctso.shtml>

1. CHECK ONE: New Request Update Delete _____ (list alias here)

2. DEPARTMENTAL E-MAIL ADDRESS: *(WHAT E-MAIL ADDRESS WOULD YOU LIKE?)*

*Your alias must begin with your department or program name and be unique in the directory.

(e.g. its-helpdesk@uiowa.edu)

Requested alias address: _____

Comments: _____

3. ROUTING ADDRESS: *(WHERE WOULD YOU LIKE TO READ THIS MAIL?)*

I want to read this e-mail at this departmental account: _____

(e.g. helpdesk@iowa.uiowa.edu)

Note: This CANNOT be a personal email account

4. DIRECTORY INFORMATION: *(WHAT INFORMATION WOULD YOU LIKE PUBLISHED IN THE ON-LINE DIRECTORY?)*

Department/Organization Name: _____

Department Phone Number: _____

Department Address: _____

5. AUTHORIZATION INFORMATION: *(WHO IS RESPONSIBLE FOR THIS ACCOUNT?)*

Name: _____ Hawk ID: _____

Department: _____

Campus Address: _____ Phone: _____

Signature: _____ Date: _____