



Boxes in Red are Required

Contact Information

Name: Title:

Email: Phone:

Unit/Department/County:

Request Information

Is this a request to migrate a Communicate mailing list to Exchange? **Y** **N**

If **yes**, what is the name of the list?

If **no**, what is the name of the new list?

University policy requires every list in Exchange to have an account owner and, as a back up, an account manager. The account owner is responsible for ensuring the mailing list is used in an appropriate business manner, is kept updated, and is not being used for spamming. The account owner and the account manager cannot be the same person and both must be OSU employees.

Owner: Name.#:

Manager: Name.#:

The purpose of these mailing lists is to work effectively with our colleagues and communicate within our college and our communities (professional, educational, and civic). Please briefly outline how this list will function within these parameters.

Business Purpose:

Next steps

Submit the completed form to your desktop support technician or to ithelp@cfaes.osu.edu, with the subject **Mailing List Request**. If this is a request for a new mailing list, you will need to include a list of email addresses that should be subscribed to the list.

Each mailing list requires its own request form.

Office Use Only

Date Received:

Date Completed:

Tech Initials: