

Email Account Activation and Migration for the Enterprise Aggies Exchange Server

As we work with you to migrate your email account to the new Aggies server we ask this form be completed for each individual requesting an email account. This form will assist us in setting up your account on the Aggies server once we arrive in your office.

Please provide the following information to activate an account on the Aggies Exchange Server and either FAX this completed form to: **797-7236** or mail to **UMC 1015**. You are also welcome to bring it by the Service Desk in the Janet Quinney Lawson (JQL) bldg (North entrance), just across from the Education bldg.

Individuals Name: _____ Office Room #: _____

USU Employee ID Number: **A** _____ Department: _____

What is your primary USU email address: _____

If you have a CC account that should be forwarded to your new email account, what is your cc email address?

Address: _____@cc.usu.edu

If you DO NOT already have an ...@usu.edu email alias, What should it be? (It is recommended that you use First.Last@usu.edu or something similar) _____@usu.edu

Do you have other devices that you will need to have access to your new email account?

Smartphone / PDA: _____ Blackberry: Laptop:
Palm OS:
Windows OS:

Individuals who access their email account from multiple computers (laptops) and/or have a cellular phone or PDA with email and/or calendaring features will need to have their devices present or schedule an additional appointment with the IT Service Desk to configure these additional devices.

This document is confidential and will be shredded upon completion of this project. Employees accessing this information are employees of Information Technology and have signed "Confidentiality Agreements" with Utah State University and Information Technology.