

NEW EMPLOYEE

Aggies Exchange Email Account Activation

Please return completed form to JQL 108 (north entrance), UMC 1015, or fax to 797-7236.

Please provide the following information to activate an account on the Aggies Exchange Server:

Employee's Name: _____ Phone Number: _____

USU Employee ID Number: A _____ Department: _____

What should your @usu.edu alias be? (It is recommended that you use First.Last@usu.edu or something similar)

_____@usu.edu

Use your A--Number and strong password to access this email account.

You can check the account activation 24-48 hours after this form has been submitted. Go to <https://owa.usu.edu/> and use your A-Number and strong password to log in. Change your password online at <https://password.usu.edu>

IMPORTANT INFORMATION:

1. Before an account may be activated the EAPF (Employee Action Form) must be completed and finalized through Human Resources (HR).
2. Once item 1 has been completed and this form is returned to the IT Service Desk, a Technical Support Specialist will activate the account on the Aggies Exchange server.
3. Step-by-step instructions are available to assist with the configuration of Microsoft Outlook and Entourage through the IT Service Desk.
4. An office visit may also be scheduled, at no cost to the employee or department. Microsoft Outlook or Entourage should be installed prior to the scheduled office visit. If work is requested or required beyond the configuring of the email client a charge of \$55 per hour (one hour minimum charge) will be assessed.
5. Office appointments should be scheduled through the Service Desk at 797-3080 or liz.kefauver@usu.edu

IT Employee receiving request: _____ Date: _____ Time: _____