



Instructions:

Requester: Complete sections 1, 2 & 3 then send the completed form to your sponsor

Sponsor: Complete section 4 then send the completed form to support@qc.cuny.edu

**SECTION 1**

Faculty

Staff

**SECTION 2**

First name:

Last name:

8 digit emplid#:

QC email:

@qc.cuny.edu

**SECTION 3**

A Shared Mailbox (Strawman) is a generic department email on the MyMail (MS Exchange) server. It is an account but a mailbox. You must have a faculty/staff QC email in order to access the Shared Mailbox. If you do not have a faculty/staff QC email then please go to the CAMS site located at <https://cams.qc.cuny.edu/> to activate your faculty/staff QC email.

If more users need access to the Shared Mailbox then please complete page 2.

Format of the Shared Mailbox will be: QC<department acronym><program> (Maximum 20 characters)

ex: QITSServerTeam

Preferred Shared Mailbox email address:

@qc.cuny.edu

**SECTION 4 Sponsor information**

Today's date: (format: mm/dd/yyyy)

(If not specified, processed date will be used)

Department:

Department acronym:

Program name/other information:

Description how this account will be used:

Sponsor name:

Sponsor's email:

@qc.cuny.edu

(Sponsor must send the form to support@qc.cuny.edu from their QC email)

**Please allow 2 to 3 business days for your request to be processed**

