

Old Dominion University
Office of Computing and Communications Services

POLICIES FOR SHARED EMAIL ACCOUNT

When requesting a Shared Email Account, this document must be signed and submitted with a completed and signed Universal Account Request Form.

- Shared Email Accounts are requested via the Universal Account Request Form. The individual person requesting the account agrees to accept the responsibilities of “Owner/Manager” of the account. The Shared Email Account will be assigned to that individual in the internal OCCS tracking system.
- The Owner/Manager is responsible for submitting the following forms to OCCS Accounts Manager for additional users to have access to shared email accounts:
 - Universal Account Request Form (<http://occs.odu.edu/forms/acctreqform.pdf>)
 - Acceptable Usage Statement for Shared Email Account
http://occs.odu.edu/accounts/sharedemail/shared_mailbox_acceptable_usage_form_1_09.pdf

Note: Account Owner should keep a copy of these forms and should be prepared to provide it to University data security personnel if requested.

- The Owner/Manager will be responsible for the usage of the account and will be the point of contact for auditors and other parties if questions arise.
- The Owner/Manager of the account must notify OCCS Accounts Manager when ownership is to be transferred to another individual in the department or if mailbox is no longer needed. The new owner will submit Universal Account Request and Policies for Shared Email Account Forms. He/she must also notify OCCS Accounts Manager when a user no longer needs access to the shared mailbox.

As owner of a Shared Email Account, I agree by the above polices.

(Print) Name of Owner/Manager

Department

Signature of Owner/Manager

Name of Shared Email Account

Date

***** **FOR OCCS USE ONLY** *****

Date received: _____

Footprint Ticket #: _____

OCCS Staff Initials: _____