

Old Dominion University  
Office of Computing and Communications Services

**ACCEPTABLE USAGE STATEMENT FOR  
MICROSOFT EXCHANGE SHARED EMAIL ACCOUNT**

\_\_\_\_\_  
Name of Shared Email Account

Customers are granted access to computing, networks, and information stored electronically contingent upon their prudent and responsible use. Access is granted to the individual and no individual can transfer or share access with another. Customers may not (1) use information or resources for any illegal or unauthorized purpose or act, i.e., to violate state or federal laws or any established policies and procedures of the University; (2) participate in any behavior that unreasonably interferes with fair use of other customers or harms them in any way; (3) use resources or information for commercial purpose without prior authorization from the Vice President for Administration and Finance. Misuse of computing, networking, and information resources may result in severe consequences, including the loss of access to computing resources. Realize that this loss of access could adversely affect the fulfillment of your university obligations.

By signing below, I acknowledge understanding of the information contained above and offer consent to the following: (1) in any investigation of suspected misuse by the account owner, the University may inspect, without prior notice (but with VP-A&F/auditor authorization), the contents of files, voice mail, logs, and any related computer-generated or stored materials, such as printouts; and (2) customer computer files may be inspected occasionally by systems personnel when assuring system integrity or performing related resource management duties. I also consent to comply with the University's Policies and Procedures regarding computing resources.

This agreement applies to all current and future accounts and access to university resources.

\_\_\_\_\_  
(Print) Name of person receiving authorization

\_\_\_\_\_  
Signature of person receiving authorization

\_\_\_\_\_  
University ID Number

\_\_\_\_\_  
(Print) Name of Shared Mailbox Owner

\_\_\_\_\_  
Signature of Shared Mailbox Owner

Date: \_\_\_\_\_

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**Submit this form to OCCS Accounts Manager. The Account Owner/Manager should keep a copy of this form and be prepared to provide the form to University data security personnel if requested.**

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

Date received: \_\_\_\_\_

Footprint Ticket #: \_\_\_\_\_

OCCS Staff Initials: \_\_\_\_\_