

SHARED MAILBOX REQUEST

Departmental responsibilities

A university department may wish to set up an email address dedicated to a specific purpose that members of the department can use. These email addresses are referred to as **shared mailboxes**.

The use of a shared mailbox is limited to the function for which it is assigned. The department must designate a UM staff member as the **mailbox owner**. Other staff members who have access to the mailbox are called **delegates**.

The owner is responsible for ensuring that the account is used only for its intended purpose and that all delegates agree to abide by University of Manitoba policies and procedures. The owner is responsible for informing the Service Desk if the mailbox is no longer required.

There is no expiry date on the mailbox.

Owner

Please check each of the following principles of responsible use to indicate you have read and understood all of them.

- ☐ I understand that use of this mailbox is governed by the [University policy on use of computer facilities](#) and agree to abide by its rules.
- ☐ I will ensure this mailbox is used only by people authorized for the function.
- ☐ I will ensure that all users of this mailbox agree to abide by these principles of responsible use.
- ☐ I will use this mailbox only for its intended purpose.
- ☐ This mailbox will not be used for commercial purposes.
- ☐ This mailbox will not be used to interfere with the normal functioning of the computer system, including engaging in pranks, accessing or altering computer files belonging to others without approval, or disguising the account identity on electronic transmissions.
- ☐ This mailbox will not be used for unauthorized or illegal purposes, including violating copyright, transmitting pornography, attempting to gain illegitimate access to other computers or accounts, or harassing others.
- ☐ This mailbox will not be used in an irresponsible or unprofessional manner, including attempting to falsify the identity or content of any transmission, or violating accepted etiquette for email and other communications, e.g., posting inappropriate messages, flooding discussion groups, or sending chain mail.

In accepting ownership of this mailbox, I agree to ensure that it is used only for its assigned purpose and is only used by those authorized to use it for the assigned purpose.

Owner's signature: _____ Date: _____

Shared mailbox information

Display name of mailbox: _____
(This is what will display in your Outlook Address Book.)

Requested email address: _____

Owner's name (if different from the requestor): _____

Owner's email address: _____ Staff number: _____

Owner's phone: _____ Office location: _____

Owner's signature: _____ Date: _____

Mailbox send permissions

Send permissions for delegates:

You may change the Send As permissions for each delegate to one of the options below:

Send On Behalf	Send As
The Send on Behalf permission lets you send an email on behalf of the shared mailbox. The From field in the message will look like: " Your Name on behalf of Shared Mailbox Name ."	The Send As permission lets you send from the shared mailbox. The From field in the message will look like: " Shared Mailbox Name ."

(Only members with UM e-mail addresses can have send permission. Send permissions are not available for Guest members.)

In the table below, list:

- The name and email address of the delegates to this mailbox
- Their send permissions: **Send As** or **Send on Behalf**

Member name and UM email address	Send As	Send on Behalf
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Departmental authorization

Dept./Unit Head: _____ Dept./Unit: _____

Signature: _____ Date: _____

Submit:

Service Desk
Information Services and Technology
123 Fletcher Argue
204-474-8600
servicedesk@umanitoba.ca

Form available in alternate formats upon request.

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