Arkansas State University
Form to Establish Mail Enabled Group
(All fields are required)

Requesting Department

Date   College/Division   Submitted by

Department   Department Phone

Requestor Email Address

Group Information

List of all Users that will receive massages sent to this email address.

Duration   Requested Email Address

Do NOT send this form through Interdepartmental Mail!

Please email, hand deliver or fax to its_systems@astate.edu, Information Technology Services, 2713C Pawnee St.
Fax # 972-3839

Please allow at least 2 days for processing.

For ITS Purposes only:

Network ID