



This form manages the creation of shared email accounts and calendars as well as modifying access when necessary.

**Shared Email Account:**

Create/modify the following account: \_\_\_\_\_@longwood.edu

Add the following users:

Delete the following users:

Delete the above account.

_____	Student	Reviewer	Editor	Send As
_____	Student	Reviewer	Editor	Send As
_____	Student	Reviewer	Editor	Send As
_____	Student	Reviewer	Editor	Send As
_____	Student	Reviewer	Editor	Send As

Other (please describe): \_\_\_\_\_

Department Point of Contact: \_\_\_\_\_

***An email with instructions on how to access the account will be sent to you for distributing to other users.***

**Shared Calendar:**

Create/modify the following calendar: \_\_\_\_\_

Purpose of calendar: \_\_\_\_\_

Date to Delete (If permanent, leave blank): \_\_\_\_\_

***By signing below, you authorize access to Longwood's Exchange system for the above listed user(s).***

**Printed Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***A user may not be listed and then also sign. A second form will need to be completed with the appropriate signature.  
Please return completed forms to User Support Services.***