



Email Forward / Exchange Mailbox
Access Request

This form manages the permissions of an employee's Exchange account while they are on extended leave from the university. As Supervisor, you may authorize the account be forwarded or request access to their Exchange mailbox.

Employee Information

Name: _____

Department/Organization: _____

Email Address: _____@longwood.edu

Forward Only

Please forward the account to: _____@longwood.edu

Start date of forward: _____

End date of forward: _____

All emails will be forwarded to the address listed above based on the start and end dates provided.

If the employee returns early or will not return by the end date, the employee's supervisor will need to send an email to helpdesk@longwood.edu requesting an extension or the forward be removed.

Grant Access to Exchange Mailbox

The supervisor may request a designee in their place: _____

End date of access: _____

Printed Name: _____

Supervisor Signature: _____ Date: _____

Please return completed forms to User Support Services.