



Please complete the following form for each Live Mail shared email account. The completed form, along with the appropriate chair, supervisor, or advisor signature must then be sent to User Support Services.

Full Access permissions can only be given at this time.

Shared Email Address:

Create/modify the following account: _____ @live.longwood.edu

Add the following users:

Delete the following users:

Delete this account.

Names:

Send As

Names:

Send As

Send As permissions allow a user to send as the shared email account instead of their own.

Other (please describe): _____

Point of Contact for Department/Organization

Name: _____

Contact Email: _____

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

Printed Name: _____

Authorized Signature: _____ **Date:** _____

Requests from Student Organizations require a signature from the Organization's Advisor.

Please return completed forms to User Support Services.