

## Missouri State University Organizational Email Request Form

Officially recognized Missouri State student organizations may obtain email addresses on the Missouri State email system. The organization advisor or president will be the mailbox managers who are Student Engagements' official contacts for the organization email address. The mailbox manager will be responsible for requesting access to the mailbox on behalf of other users. Although access can be granted to any users within the organization, it is recommended to only give officers access.

Organizational email will not be sent or "forwarded" to the advisor's or president's email account. The incoming mail will be held in a separate mailbox to which the advisor, president, and other users will be given access. This mailbox can be accessed through Microsoft® Outlook™ and Bearmail.

### Please print.

Organization Name: \_\_\_\_\_

Organization Advisor or President: \_\_\_\_\_

President/Advisor UserID: \_\_\_\_\_

Advisor's or President's Email: \_\_\_\_\_

Advisor's or President's Signature: \_\_\_\_\_

Additional UserID: \_\_\_\_\_

\_\_\_\_\_

## Organizational Email Address

Organizational email addresses will be in the form of [Organization@missouristate.edu](mailto:Organization@missouristate.edu)

The official University name of the organization is the default email address and will be used unless another address is requested and approved. If an organization wishes to request something other than the default name, then the portion below should be filled out. The University will try to honor requests for alternate addresses, but reserves the right to edit any addresses at its discretion. Addresses can include up to 64 characters. Allowable characters are:

1. Alphabetic characters A-Z (upper and lower case)
2. Numbers 0-9
3. The hyphen (-)

**Note:** Spaces and underscores are not allowed  
Requested Alternative Addresses:

\_\_\_\_\_@missouristate.edu

When finished, please return this form to:

**Office of Student Engagement**  
**Plaster Student Union 101**  
**(417) 836-4386**

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