



MS EXCHANGE E-MAIL DISTRIBUTION LIST REQUEST

(Please print clearly or type, and return to IT Service Desk – Healey, 3rd floor)

A Distribution list is a single email address associated with the EMS Global address book, representing a collection of UMB email addresses. The list may include a department’s staff, a group membership, or some other collection type (e.g. Signage.). When used in the “To:” portion of an email address, all members receive a copy of the email being sent. (In the Global address book, you will see a colorful icon of two heads depicting a grouping or list.)

This is NOT a ListServ

Name of Applicant: _____ Date: _____

Department: _____ Campus Telephone: _____

Campus Address (bldg/floor/room): _____

We need the following information in order to process your request:

List Display name: _____

Your department must match the University Directory phonebook. E.g. Education, Graduate College

List Alias name: _____

It should be something that is obvious. E.g. **gcoe@umb.edu** for Graduate College Of Education

Full name of the Owner/Manager of the list: _____

Employee ID Number: _____

This person will be responsible for the accuracy and content of the list.

Information Technology is NOT responsible for maintaining your distribution list.

Email address of the list owner: _____ • _____@umb.edu

A valid @umb.edu address is required.

Applicant: _____ Date: _____
(Signature)

Department Head: _____ Date: _____
(Signature)

Department Head: _____
(Print)

Campus Telephone of Department Head: _____