Tech Services use only - **FOLDER**: _____

Alverno College Faculty/Staff Campus Network
EXCHANGE/OUTLOOK – PUBLIC FOLDER REQUEST

(Example: Important Announcements, For Sale, HR Announcements, etc.)

INSTRUCTIONS:

- ✓ Completion of this form is required for creation and/or changes to Exchange/Outlook Public Folders.
- ✓ **Complete this form, and RETURN ALL COPIES to the Tech Services mail drawer.**
- ✓ A copy of this form will be returned to you when the Public Folder is approved and created/edited in Exchange/Outlook.
- ✓ A copy of this form will also be sent to the Department Director/Division Chair.
- ✓ Accounts of employees who are terminated or leave the college will be disabled immediately after their last day of work.
- ✓ Contact the Tech Services Help Desk (Ext. 6700) if you have questions.

Request for NEW Folder. Preferred Folder Name: _____

Request CHANGES to Existing Folder: _____
(name of folder)

Department Name: _____ Date: _____

Contact Person: _____ Extension: _____

Department Director/Division Chair:

_____ _____
(print name) (signature of approval is required)

If request is for non-departmental use, please indicate reason for request:

Security: Is this folder available to all users? Yes No

List users (faculty/staff only) who are authorized to access folder.

Note: It is the Contact Person's responsibility to notify Tech Services of changes to the list (add/remove users). Employees who leave the College are automatically removed from the list; however, when transfers occur, updates are not automatic.

Add or Remove	Name: (ex. Jane Johnson)	Add or Remove	Name: (ex. Jane Johnson)

ACCOUNT INFORMATION: FOR TECH SERVICES USE ONLY

Create/Add/Remove Date: _____ Completed by: _____

To Be Distributed by Tech Services: White: Tech Services ◆ Yellow: Employee ◆ Pink: Department Director/Division Chair