



UNIVERSITY of ST. AUGUSTINE for HEALTH SCIENCES

Shared Mailbox Request Form

Requester:

Date:

Desired mailbox name:

Desired mailbox email:

Who will be the future approval contact for edits or additions. This could be by position (Director of Enrollment), or the whole department (any enrollment team member):

Who needs access to this mailbox and at what level:

Read and Manage

The following are access levels to a shared mailbox. Multiple levels may be needed to both view the emails and email from the mailbox.

Send As

'Read and Manage' is just that, they can read the email, they can manage it, but not send as that mailbox. When they send it comes from them.

'Send As' is to give them access to send as the shared mailbox.

Send on Behalf of

'Send on Behalf of' is like 'Send as', but isn't typically used for this type of mailbox. It will send a message out that says something like, "Email from Hideki Nakazono on behalf of Writing Center" This is most commonly used for an Admin assistant who would send out communications for their boss.

Yes No

Does this mailbox need to be on the bypass list for any moderated distribution lists?

If yes, which?