



INFORMATION TECHNOLOGY LAMAR UNIVERSITY

Email Distribution List Request Form

This form is used to request the addition, deletion, or modification of an email distribution list for departments, events, or project to send correspondence. A renewal notice will be sent out annually.

Fax completed form to 409-880-2372 or send in campus mail to: P.O. Box 10020; ATTN: EAIS

List Owner Name _____ **List Owner LU ID** _____

List Owner Phone _____ **List Owner Email** _____

List Owner Department _____

Action Requested (Attach a spreadsheet of members to be added/deleted from list.)

- Create an email distribution list
- Delete an email distribution list
- Modify an email distribution list
- Renew existing email distribution list
- Display email distribution list in Global Address List (GAL)

Name of List _____

**Purpose for Email
Distribution List**

Agreement I accept responsibility for managing the use of membership of this distribution list. If this distribution list is no longer being used, I take responsibility to inform IT to delete this list. If I do not respond to the renewal notice within 30 days, this list will be deleted.

List Owner Signature _____ **Date** _____

Department Head (Print Name) _____

Department Head Signature _____ **Date** _____

Information Technology Services Use Only

Approved by _____ **Request #** _____

Signature _____ **Date** _____

List Name _____