



LOURDES A. LEON GUERRERO
Governor, Maga'håga'

JOSHUA F. TENORIO
Lt. Governor, Sigundo Maga'låhi

SHARED MAILBOX /DISTRIBUTION LIST REQUEST

1. Date:

INSTRUCTIONS: This form should be completed and submitted by an IT POC, Supervisor, Administrator, Manager, or Director)

TO:



FRANCISCO L.G. LUJAN, Jr.
Chief Technology Officer
OFFICE OF TECHNOLOGY
GovGuam Data Center
211 Aspinall Avenue
Hagatña, Guam 96910

2. Requestor/Technical Contact:

Name:

Job Title:

Phone:

Email:

3. User Agency Information:

Department/Agency:

Division:

Branch/Bureau/Section:

4. Purpose/Justification for Request: *(Request must have valid business need)*

5. Request Details:

Mailbox Request Type: New Update Delete

5.a FOR MS O365 ACCOUNTS:

Mailbox Request: Distribution List Shared Mailbox

Email Name Request:

5.b FOR GWS ACCOUNTS (Gmail):

Mailbox Request: Group Email

Email Name Request:

Definitions: Distribution List – a group of mail recipients that is addressed as a single recipient. **Shared Mailbox** – a mailbox that multiple users can use to read, manage messages (Shared Mailbox Permission Options: **Send As** – allows a user to impersonate the shared mailbox when sending email; **Send on Behalf** – allows a user to send on behalf of the shared mailbox)

Definitions: Group Member – allows a user to inherit basic permissions that include viewing and posting to conversations; **Group Manager** – allows a user to manage the members of the group. This role should be limited to supervisors, administrators and managers.

6. Members to Add

(Employee Names): **firstname.lastname**

*****All users must be from the same Department**

	Request Type (REQUIRED FIELD)		MS 365 Shared Mailbox Permissions (Select 1)		GWS Group Account Permissions (Select 1)	
	ADD	REMOVE	Send As	Send on Behalf	Member	Manager
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Use another form for additional users.

7. Required Agency Approvals and Acknowledgement:

ACCESS AUTHORIZATION: I certify that the above names are authorized to access the respective shared mailbox and/or distribution list. By completing, signing and submitting this request to the Office of Technology (OTECH), I am accepting the role of sponsor for the requested sponsored account. I also acknowledge that all users must be on the Government of Guam Active Directory and have established Government of Guam email addresses. **I certify by my signature that I have read, understand and agree to abide to the Government of Guam Computer Use Policy and all other applicable IT policies** (<http://otech.guam.gov/policies/>).

Requestor's Signature:

Date:

11. OTECH Processing: To be completed by OTECH personnel

Name:

Signature:

Date:

Notes: