Office of Technology Services
Mailing List Request

Requestor/List Administrator

Name ______________________________
Email ______________________________@evansville.edu
Signature ______________________________
Date ______________________________

Faculty/Employee Sponsor

(Required if requestor is a student)

Name ______________________________
Email ______________________________@evansville.edu
Signature ______________________________

Mailing list name: ______________________________ (Maximum of 16 characters)

Mailing list names will have the word “List” appended to the user name portion of the email address. For example, if your mailing list name is “MyGroup”, the mailing list email address will be “MyGroupList@evansville.edu”. Use an abbreviation if your mailing list name exceeds 16 characters.

Mailing list description: _______________________________________________________

If your mailing list name is an abbreviation of an organization or name, please write the complete description of the abbreviation.

Mailing List Member Information

Mailing list members are maintained, by the mailing list administrator, on AceLink.

Once the mailing list has been created and tested, the mailing list administrator will be notified that the request is complete.

NOTE: The mailing list administrator is responsible for adding and removing mailing list members. When the mailing list request is complete, the mailing list administrator will see a new link, “My Mailing Lists” on AceLink’s Links page. This page allows the mailing list administrator to add or remove members from the mailing list as required.

Acceptable Use Policy

The University of Evansville and the Office of Technology Services strive to provide a safe and secure campus computing environment. As such, we have established guidelines for acceptable usage of our network, software, hardware, computer labs, email accounts, websites, and all other technical services provided by the University and its affiliates both on and off campus. As a member of the University of Evansville’s campus community, you are responsible for reviewing and adhering to these guidelines. You can obtain a hard copy of the Acceptable Use Policy and Guidelines at the OTS Help Desk, or online at http://ots.evansville.edu.