



OSA05 Shared mailbox and calendar Request Form
Please note the form needs to be completed and submitted **ONLY**
by the manager. This is a requirement for approval.
Special Purpose email accounts are not available to UNSW
Students.

Account Holder Details (mandatory)

Special Purpose email account are not available for UNSW students

Please list the details for the staff member responsible for this new account

Applicant zID: Best Contact Number: UNSW school/Department
eg. z1234567

Office Location/Building

Purpose and Type of Account Required

New Email Account	New Shared Calendar:
Shared mailbox Account Name	Shared Calendar Name
Preferred email address	For A/V resource booking please specify A/V details
Alternate email address (if preferred is taken)	
Mailbox members zID	For Meeting Room please specify room location, floor number and room capacity Members zID for calendar

Managers Approval - To be completed by UNSW Department Manager

Approving Managers zID: Phone Number:

Manager Approval

I certify that the above details are correct and the requested access is required for the above requester to perform their role and will acknowledge the responsibility to ensure they are aware of the required [Terms and Conditions](#)