

Request for Staff Exchange Mail Forwarding



Section A –



Warning

Incomplete or incorrect information will result in your application being rejected. To avoid delays in processing, please fill in ALL information. If you are unsure of any details, please contact the ITS HelpDesk (x56000) for advice.

Return this form to: ITS HelpDesk
Operations Group
Prentice Bldg St Lucia Campus

Last Name	First Name	Title	Staff N°
Faculty/School/Division/Section			UQ Sign In Username
Phone	UQ E-mail Address		

Section B – Forwarding email address

Print Clearly (email addresses are case insensitive)

Section C – Head of Organisational Unit or Delegate* authorisation



IMPORTANT PLEASE READ BEFORE SIGNING

By signing this document you acknowledge that;

a) It is recommended at the person mentioned in Section A meets the following circumstances:

- the person is seconded to another organisation; or
- the person is subject to a joint appointment agreement and they work from a non-UQ site.

b) UQ cannot access or recover the forwarded mail if it is required for university business and UQ may not be able to provide certain collaborative capabilities.

c) If an email account is forwarded to an external service provider there is no ability for UQ to provide content backup or information security or to protect potential intellectual property rights that may arise in or from email correspondence.

Head of OU Signature*: _____ Date: ____ / ____ / ____

* Head or Acting Head of School/Organisational Unit or Executive Officer Only.

Head of OU Name (please print): _____