

INFORMATION DIVISION

Request for Functional Aliases

ID 2



THE UNIVERSITY OF
MELBOURNE

IT Operations, Level 2 Thomas Cherry Building ph:8344 6422 fax:8344 9738

Essential information on administering functional aliases can be found at <<http://accounts.unimelb.edu.au/functionalaliases.html>>

DESCRIPTION ¹	DO NOT PUBLISH ²	ALIAS(ES)	INITIAL RECIPIENT ³
<i>EXAMPLE ONLY</i> ITS General Enquiries	<input type="checkbox"/>	its -info@unimelb.edu.au	nobody@unimelb.edu.au
_____	<input type="checkbox"/>	_____ -info@unimelb.edu.au	_____
_____	<input type="checkbox"/>	_____ -head@unimelb.edu.au	_____
_____	<input type="checkbox"/>	_____ -postgrad@unimelb.edu.au	_____
_____	<input type="checkbox"/>	_____ -webmaster@unimelb.edu.au	_____
_____	<input type="checkbox"/>	_____ -research@unimelb.edu.au	_____
_____	<input type="checkbox"/>	_____ -library@unimelb.edu.au	_____
_____	<input type="checkbox"/>	_____ - _____ @unimelb.edu.au ⁴	_____

NOTES

1. This description will appear in the Central Directory Service, if the alias is published
2. Tick this box if you do **not** want the functional to alias appear in the Central Directory Service
3. The initial recipient may add addresses and remove this initial recipient address **after** notification is received that the alias is set up.
4. Functional aliases **must** contain a dash

3 digit department code	Applicant Name _____	HoD (or authorized delegate) name _____
Office Use Only	Applicant Phone _____	HoD (or authorized delegate) signature _____
		Date _____