

SUNY Cortland
Academic Computing Services

EMAIL ACCOUNT REQUEST MICROSOFT EXCHANGE 2000

Faculty/Staff

Please complete the following and return to Academic Computing Services, Winchell Hall.

Name (Print): _____

Department: _____

Campus Address: _____

Home Address: _____

Campus Phone: _____ **Home Phone:** _____

Signature: _____ **Date:** _____

Cortland ID number: _____ **(required)**

(A Cortland ID number is required to create an account. If you do not know your ID number, visit University Police in Van Hoesen Hall to obtain this information. The Cortland ID number will be your email password.)

To access your email after your account is created, point your web browser to <http://webmail.cortland.edu>. You may change your password from this page.

Academic Computing Services will complete the information below. A copy of this form will be sent to your campus address.

User Name: _____

Email Address: _____@CORTLAND.EDU

Approved: _____ **Date:** _____

Academic Computing Services

Academic Computing Services
Winchell Hall
Phone: 753-2500 Fax: 753-5599
Helpdesk@cortland.edu