

# Outlook Exchange Account Request Form

College of Family Home and Social Sciences (fhss.byu.edu)

PLEASE RETURN FORM TO FHSS Computing Services  
382 SKWT or [fhsscomputing@byu.edu](mailto:fhsscomputing@byu.edu)

ACCOUNT REQUEST: What would you like done? (circle one)    Create Account    Delete Account

BILLING INFO:

Department: \_\_\_\_\_

Account Code: \_\_\_\_\_

USER INFORMATION:

- Full-time Employee or Faculty
- Part-time Employee or Faculty
- Generic Department Account

User's Name: \_\_\_\_\_ (User's first and last name)

Reply-to-Address: \_\_\_\_\_ @byu.edu (default: firstname\_lastname)

Net ID (check one):     User has BYU Net ID: \_\_\_\_\_

Generic Account Desired Login Name: \_\_\_\_\_

Desired Password: \_\_\_\_\_

(Same as Route Y)

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**For FHSS Computing Services Office Use Only:**

Setup of Outlook Exchange Account (initial and date)

Exchange:	Date/Time:
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Added to Active Directory Account Group

Active Directory:	
Gary Glade	Date
Greg Wilson	Date