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Student Organization Email Address Request Form

Email Address Request Guidelines

The club President is the only one that may request the email address to be created. Someone from IT will work with the club President to create a mutually acceptable email account based on their organization's name that also follows the naming scheme.

The email address will be in the format of organizationname(at)wesley.edu.

The organization email account will be visible in the Global Address List on premises so it can be seen by faculty and staff.

The organization may use their organization email address on any digital signage, print media, social networking or any other medium they desire.

The organization email account will NOT have the ability to email the All Students distribution groups.

The organization email account will be able to receive email from any source.

Student organization email accounts have a mailbox quota of 100MB. Because of this limitation we encourage the organizations to keep their mailboxes cleaned up.

The quota alert levels are as follows:

1. Warning = 80MB
2. Prevent Sending Email = 90MB
3. Prevent Sending & Receiving Email = 100MB.

The email accounts are accessed by going to <http://webmail.wesley.edu> and logging in with the information you are provided.

The club President may give the login information for this service mailbox to whomever in the organization they choose.

The password for the account can be reset at any time if it is forgotten but the request must come from the club President.

Organization Name ***Organization President ***

First

Last

President's Email Address ***President's Contact Number (Optional)**

Submit

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