

Email forwarding request form

Print form and fax to 785-3606

Please read the ITS Email Forwarding Policy carefully before completing this form: <http://www.yale.edu/its/email/policies.html>

Name: _____

Title: _____

Department: _____

1. a. Email address that you would like to forward mail TO: _____

b. Are you the owner of this account?

yes

no

2. Why do you wish to have your email forwarded?

3. a. Email address that you would like to forward mail FROM: _____

b. Are you the owner of this account?

yes

no. **Authorization required, so you will not be able to submit electronically. Please print this form, have it signed and fax it to 785-3606.**

1. Please explain why the account owner is not making this request:

2. Department business manager name (please print)

3. Department business manager signature
