STUDENT ORGANIZATION EMAIL REQUEST

ORGANIZATION NAME: ____

DESIRED EMAIL ALIAS: _____________________________________@towson.edu
Example: organization@towson.edu

Are you aware if this email alias currently exists? YES NO
If yes, are you just looking to reroute to a different person(s) YES NO

Email address alias will be routed to: __________________@towson.edu*
If you would like it to be routed to several addresses, please list up to 4 additional addresses below.

___________________@towson.edu* ___________________@towson.edu*

___________________@towson.edu* ___________________@towson.edu*

CONTACT INFORMATION
(An OTS representative will contact you in order to finalize this request. Please provide accurate contact information to expedite this process.)

CONTACT PERSON FOR THIS REQUEST:	**BACKUP CONTACT FOR THIS REQUEST**:
Name: ______________________________	Name: ______________________________
*Username/Email: ___________@towson.edu	*Username/Email: ___________@towson.edu
Phone: ______________________________	Phone: ______________________________

***You must use a Towson email addresses or the request cannot be granted.**

- We agree that by associating our organization's e-mail alias with that of Towson University, we will use the email to communicate accurate and appropriate material.
- The creation and support of an email alias is not permitted for organizations that are not recognized by the university.
- You are responsible for contacting OTS to update the addresses should they change.

________________________ ____________________
Contact Person Signature Date

_______________________________ _______________________________ __________
Organization Advisor Name (printed) Organization Advisor Signature Date

______________________________________ __________
Priscilla Mint, Coordinator of Student Organizations Date

Please return completed form to the Office of Student Activities, UU 217

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For OSA use only:

Date received ____________ Date faxed __________

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