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MISSISSIPPI STATE UNIVERSITY™
INFORMATION TECHNOLOGY SERVICES

# Mailing List Request Form

Mailing list names must be one string consisting only of lowercase letters, numbers, and/or the hyphen character. As a practical matter, long names tend to be difficult to use, so the name should be 15 characters or less.

Web access for Mailing Lists is located at **lists.msstate.edu**

## Requestor:

Full Name: _____ NetID: _____

Telephone Number: _____

Email Address: _____

Classification: ☐ **Faculty** ☐ **Staff** ☐ **Student**

## Mailing List Information:

Requested Mailing List Name: _____ @lists.msstate.edu

University Department or Organization: _____

Estimated Number of Subscribers:

Scope of List: ☐ **MSU Only** ☐ **MSU and Off Campus**

## Purpose of Mailing List:

_____

_____

_____

_____ _____

**Requestor's Signature** **Date**

_____

**Requestor's Name (please print)**

**A student request requires a Faculty signature below.**

_____ _____

**Faculty Member's Signature** **Date**

_____ _____

**Faculty Member's Name (please print)** **Email Address**

**For Service Desk Use Only Incident Number** _____

*Forms are to be returned to Information Technology Service Desk located at 108 Allen Hall, 325-0631 or Mail Stop 9697. You can also EMail the form to servicedesk@msstate.edu.*