Faculty and Staff Application for Email Accounts

1. Please read the Computer and Communication Center Terms of Use for Email Accounts before applying.
2. Table of email functions and settings.
3. Of the following four application methods, **applying online is strongly recommended since the email account will be activated immediately upon application. The other methods require filling out an application form and waiting three working days before activation.**

I. Apply Online

- For online applications, please visit the Academic Information System website.
- Description of Online Application Procedure. NEW

II. Apply in Person

1. Please bring your Faculty and Staff ID Card. If you do not have a Faculty and Staff ID Card, please apply for a Temporary Proof of Personnel Information at the Office of Personnel.
2. Fill out the application form: The application form is available at the Center's second floor service counter or on the Division website: Email Account Application for Faculty and Staff.
3. Please bring your Faculty and Staff ID Card and the completed application form to the service counter on the second floor of the Center to apply.
4. For inquiries about mx email application results, please log in to the Academic Information System and read the procedure for changing the mx email password. Be sure to use a strong password to ensure the security of your account. Thank you!

III. Apply by Proxy

1. Fill out the application form: The application form is available at the Center's second floor service counter or on the Division website: Email Account Application for Faculty and Staff.
2. The proxy should bring his/her own personal identification documents, the applicant's Faculty and Staff ID card, and a completed application form signed by the applicant to the second floor service counter of the Center to apply.
3. For inquiries about mx email application results, please log in to the Academic Information System and read the procedure for changing the mx email password. Be sure to use a strong password to ensure the security of your account. Thank you!

VI. Apply in Writing

1. Fill out the application form: The application form is available at the Center's second floor service counter or on the Division website: Email Account Application for Faculty and Staff.

2. If the applicant cannot apply in person, the completed application should have been stamped by the relevant unit and signed by her/his supervisor. And then it should be mailed to the second floor service counter of the Center via an internal University envelope.
3. The Center will confirm with the applicant by phone after receiving the application and process it according to the Email Account Application Procedure.
4. For inquiries about mx email application results, please log in to the Academic Information System and read the procedure for changing the mx email password. Be sure to use a strong password to ensure the security of your account.

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