

**RAMANUJAN COMPUTING CENTRE
ANNA UNIVERSITY, CHENNAI**

Application form for New Email id / MS Teams id

- | | | | |
|--|-------------------------------|--------------------------|-----|
| User Type: Regular Staff / Official | (annauniv.edu) | <input type="checkbox"/> | (√) |
| Teaching fellow | (tf.annauniv.edu) | <input type="checkbox"/> | (√) |
| Student (UG / PG / Scholar) | (student.annauniv.edu) | <input type="checkbox"/> | (√) |

(The completed application form, duly signed by the concerned HOD/Director should be submitted to RCC)

- 1) ID : _____ *Employee ID (in case of Faculty) or Registration No (in case of student).*
- 2) **Desired email id (give three options):** _____
(your teams id is same as your email id with same credentials)
- 3) **Name:** _____
- 4) **Designation (Staff / Official) / Course & Branch (Student) :** _____
- 5) **Campus (CEG/ACT/SAP/MIT)** _____
- 6) **Department / Centre:** _____
- 7) **Contact Mobile Number:** _____
(Mandatory OTP will be sent for authentication)
- 8) **Alternate e-mail address, for correspondence:** _____

I declare that I have read the terms and conditions and I agree to abide by them.

**Signature of the HOD/Director
with seal**

**Signature of the Supervisor
with seal
(In case of scholar)**

**Signature of the Applicant
with date**

Office use only

Name of the Authority:

Dealing Hand:

Signature: _____

Signature: _____

Date: _____

Date: _____

Enclosures if applicable :

1. Copy of ID card for Faculty/Student.
2. Copy of Teaching Fellow ID card and extension order duly attested by HOD/ Director

e- MAIL TERMS AND CONDITIONS

1. Keep the password confidential and avoid giving it to your students and others.
2. Please change password at least once in every three months.
3. Do not open any attachments unless, it has come from a known source, which may contain a virus.
4. Users are requested to install the Antivirus software and update.
5. Users are responsible for saving email messages as they deem appropriate.
6. (a). If the e – Mail is not accessed for 6 months, the account will be deactivated.
(b). e - Mail id will be deleted after a period of 6 months from the date of deactivation if no request for activation is received.
7. Contact for clarification, if any. Phone : 2235 8030 / 21/ 20 or you can send mail to rcc@annauniv.edu