

**RAMANUJAN COMPUTING CENTRE
ANNA UNIVERSITY, CHENNAI**

Application form for creating a new e-Mail Account in "annauniv.edu"

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

1) * Staff ID: _____ (e-Mail account will not be created without staff ID)

2) Name:

_____ (Dr./Mr./Ms/Mrs. First name Middle Name Surname)

3) Designation: _____ (4) Campus (CEG/ACT/SAP/MIT) _____

5) Department / Centre: _____

7) Contact Number: (Intercom) _____ Mobile: _____

8) Current e - Mail account if any: _____

9) Preferred e-Mail ID: a) _____ @annauniv.edu,

b) _____ @annauniv.edu, c) _____ @annauniv.edu

10) Alternate e-mail address, if any, for correspondence:

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

Signature of the Director/HOD
with seal

Signature of the Applicant
with date

FOR OFFICE USE

User ID Creation:

Assigned login ID: _____

Remarks: _____

Approved by
Director/in-charge

Name of the Admin:

Signature :

Date :

e- MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given user id and password a secret.
2. Please change your password at least once in every three months.
3. Do not open any attachments unless, it has come from a known source. They might contain a virus that will corrupt your computer.
4. Users are requested to install the Antivirus software and update periodically in their system.
5. Users are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows:
 - Inbox – 6 months
 - Sent - 4 months
 - Trash - 2 month
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. Keep the password confidential and avoid giving it to your students and others.
8. Contact our 24x7 support if you have any problems. Phone 22358035/22358036 or you can send mail to support@annauniv.edu