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   **Signature of the Applicant**
                    with seal   **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 22358026/22358030 or you can send mail to support@annauniv.edu