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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 Help Desk Use Only **Ticket Number** _____

Forms are to be returned to Information Technology Help Desk located at 108 Allen Hall, 325-0631 - Fax to 325-1832 or Mail Stop 9697 or you can EMail it to helpdesk@msstate.edu.