



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:

Three horizontal lines for entering the purpose of the 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 Service Desk Use Only Ticket Number