

Wenzao Ursuline University of Languages

The application form of email alias

教職員電子郵件信箱別名申請表

新申請(new applicant) 變更修改 (alteration) 取消 (cancellation)

Date : _____

申請單位： Department/Section			
申請人： Applicant		公務分機： Extension number	
郵件信箱： Email address			
別名性質 Category：	<input type="checkbox"/> 單位信箱別名(department/section email alias) <input type="checkbox"/> 個人信箱別名(Personal email alias)		
別名設定 Alias：	1. 2.		
實際收信帳號： (收件者為單位信箱或 包含一人以上時) The actual email address			
<p>注意事項：</p> <p>1.收信帳號仍需以原郵件信箱帳號收信。 The receipt email account should be the original email account.</p> <p>2.人員異動時需重填此申請單，若因未即時申請更改所產生之問題由使用單位自行負責。 If there is any personnel change, the department or the section should fill in the form again; otherwise, they should take their responsibility for not updating.</p> <p>3.別名之帳號一律為小寫英文字或數字，帳號長度須界於 3~8 個字之間，第一個字不可為數字或其它特殊符號 The alias of the account should be lowercase letters or numbers and the length of the account should be restricted between 3 and 8 words. In addition, the first word of the account cannot be a number or other marks.</p> <p>4.因可能有二位以上人員使用同樣帳號名稱，所以請自行依喜好順序，將帳號名稱依順序填入別名設定，原則上以第一順位建檔，如有相衝則依順位建檔，資教中心會以電話通知使用非第一順位帳號名稱之使用者。 There might be two or more than two people use the same account, please arrange the order according to your preference.</p>			
業務承辦人簽章： Executive clerk's signature	二級主管簽章： Junior executive's signature	一級主管簽章： Senior executive's signature	
以下由資教中心填寫 Recorded by IITC			
處理紀錄 Process Record			
承辦人簽章 Signature of the executive clerk		主管簽章 Chief executive	