

Employee Information:

Name: _____ U# _____

College/School: _____

Department: _____

Separation Date: _____

? I request a ".e-meritus"/"retired" e-mail address

I will comply with the University's policies and procedures regarding electronic communications, including, but not limited to, the Pace University Appropriate Use Policy for Information Technology.

I acknowledge that if my email account is inactive for more than 12 calendar months (one year), the University reserves the right to deactivate my account.

I should be notified at this email address when the _____ new email account is created:

Signature : _____ Date: _____

Notes about email accounts :

This email account is a completely new account, which will _____ not include the contents of your active employee e-mail account (i.e., [name@pace.edu](mailto:_____@pace.edu)).

The University is unable to transfer the contents of your employee email account to your _____ new email account.

Incoming email to the employee account will be forwarded to your new email account for six months.

After your employee account is disabled, a permanent standard auto _____ -reply message will be sent informing senders of your new email account.