ANNA UNIVERSITY
REGIONAL CAMPUS, COIMBATORE - 46

Application form for creating a new e-Mail Account in "aurcc.ac.in"

(The completed application form, duly signed by the concerned HOD/Unit Officers should be submitted to Office of the System Administrator)

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) Department / Office:_____

5) Contact Number: (Intercom)_____Mobile:_____

6) Current e - Mail account if any: _____

7) Preferred e-Mail ID: a)_____**@aurcc.ac.in**,
b)_____**@aurcc.ac.in**, c)_____**@aurcc.ac.in**

8) 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 Applicant   Signature of the HoD /Unit officer   Signature of the HoD(CSE)

FOR OFFICE USE

User ID Creation:_____

Assigned login ID:_____

Remarks:_____

Date :

**Approved by
Dean**

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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 -   3 months

   • Trash - 1 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 support team if you have any problems you can send mail to support@aurcc.ac.in