



# Ministry of Information, Broadcasting, Telecommunications & Information Technology

Coolidge Business Complex (former Sealy Building); Sir George Walter Highway; Antigua

Tel: (268) 468-4600/10 (switchboard) / 468-4622 (direct)

Email: [helpdesk@ab.gov.ag](mailto:helpdesk@ab.gov.ag)

The Ministry of Information, Broadcasting, Telecommunications and Information Technology, in keeping with the Government's mandate, has implemented a standardized user platform to provide a centralized communications system for all Government employees. Employees who are desirous of creating a '**Shared Mailbox**' for their various departmental accounts or amending information relative to the said account, should do so by completing this prescribed form (see below); duly signed by his/her Permanent Secretary/Department Head to complete the process.

**Please fill out the relevant sections in BLOCK LETTERS for the requested service.**

Shared Mailbox Form – New/Add/Remove	
Date: _____	Department Head: _____
Contact Tel: _____	Email: _____
Name of Department: _____	
Name of Ministry: _____	
Address: _____	
<b>Mailbox Information (Please tick where applicable):</b>	
<input type="checkbox"/> <b>New Mailbox:</b>	
Mailbox Name: (e.g. Helpdesk Department) _____	
Requested Email Address: (e.g. Helpdesk@ab.gov.ag) _____	
<input type="checkbox"/> <b>Existing Mailbox:</b>	
Mailbox Name: _____	
Mailbox Address: _____	
<b>Persons Authorized to Access Shared E-mail:</b>	
Name: _____	Position: _____
<b>Persons Requested to be Removed from Shared E-mail:</b>	
Name: _____	Reason: _____
<i>*Please indicate on the back of the form additional persons to be added/removed.</i>	
AUTHORIZATION: (Date stamp required)	
Department Head/P.S. Name: (Printed) _____	
Department Head/P.S. Signature: _____	
Official Use Only	
Authorized Personnel: _____	Date: _____