



Ministry of Information Communication Technologies (ICT's), Utilities and Energy

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The Ministry of Information Communication Technologies (ICTs), Utilities and Energy, 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: _____	
Mailbox Information (Please tick where applicable):	
<input type="checkbox"/> New Mailbox:	
Mailbox Name: (e.g. Helpdesk Department) _____	
Requested Email Address: (e.g. Helpdesk@ab.gov.ag) _____	
<input type="checkbox"/> Existing Mailbox:	
Mailbox Name: _____	
Mailbox Address: _____	
Persons Authorized to Access Shared E-mail:	
Name: _____	Position: _____
Persons Requested to be Removed from Shared E-mail:	
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: _____