

## CREATE NEW LOTUS NOTES ACCOUNT

### Contact Information

Staff Number: \_\_\_\_\_  Tick if staff number has NOT been issued

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Office Location/Building: \_\_\_\_\_

School/Unit: \_\_\_\_\_

Contact Person (if required): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Computer Information

Is the computer shared by other staff?  Yes  No

Does the Lotus Notes client need to be installed on the User's computer?  Yes  No

### Lotus Notes Account Settings

Create a Lotus Notes account for database use only.

My Lotus Notes email will be forwarded to my existing email address (as stated above).

Create a Lotus Notes account for mail and database use.

My UNSW email (as stated above) will be sent to Lotus Notes.

Lotus Notes uses two passwords. One is used to access the Lotus Notes client. The other allows you to logon to Lotus Notes databases and check your email via the web. **By default these passwords will be synchronized.**

The password must be at least 8 characters and preferably a mixture of letters and numbers.

Lotus Notes Password

### Applicant's Signature

This form can be signed by either the applicant or the Administration Officer of the applicant's Unit/School.

Signature

Date

Office Use Only	Short Name	Mail File Name	Created By	Date	Doc Updated	Redirection
		.nsf			<input type="checkbox"/>	<input type="checkbox"/>