**Application Form for Keeping Mail Accounts**

(for Non-Retired Faculty and Staff Members)

Application Date: / / (yy/mm/dd)

* According to *Guidelines on the Use of Web Mail Service at I-Shou University*, **“When a non-retired faculty/staff member terminates his or her service at the University, such a faculty/staff member may apply for a) extending the use of his/her Cloud Web Mail account for a maximum of 30 days and/or b) forwarding his/her emails to another account automatically.**
* The users who apply for keeping their accounts should obey the *Guidelines on the Use of Web Mail Service at I-Shou University*. Anyone who violates the Guidelines will be forbidden from using his or her account by the OLIS.

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| --- | --- | --- | --- |
| Original Unit/Department |  | Faculty/StaffID No. |  |
| Name |  |
| Original Email Account(The Account for keeping, **account@cloud.isu.edu.tw**) |  |
| Contact Tel. No.(Mobile Phone No.) |  |
| Description |  |
| I confirmed to apply for keeping my Cloud Web Mail account, and agree to abide by the *Guidelines on the Use of Web Mail Service at I-Shou University*.Signature of Applicant:  |
| Signature of the Original Unit’s Head |  |

※The following complete by Office of Library and Information Services.

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| --- | --- |
| Handling Description |  |
| Handled by |  |
| Signed by Director |  |
| Signed by Vice President |  |
| Period of use | From the effective date of resignation to\_\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_(yy/mm/dd) |