

# Majordomo List - New/Change

## Information About the Requester (list owner)

Name: \_\_\_\_\_ IC Email Address: \_\_\_\_\_ @ithaca.edu

Campus Address: \_\_\_\_\_ Campus Phone: \_\_\_\_\_  
(Building & Room)

Department/Class/Organization: \_\_\_\_\_

College ID: \_\_\_\_\_  Faculty  Staff  Student

## Options

ITS Use – Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

New Majordomo list

Requested list name: \_\_\_\_\_ @lists.ithaca.edu  
*list names may only contain lowercase letters, numbers and dashes (-)*

Description of list (50 characters max): \_\_\_\_\_

Send introductory announcement to students? *(For departments and registered student organizations who wish to announce their list to ALL students. List announcements to faculty and staff can be made via Intercom by a faculty or staff member)*

No  Yes (if Yes, also complete a *Mailing List Announcement Request Form*)

Assume responsibility for Majordomo list List name: \_\_\_\_\_ @lists.ithaca.edu

## Signatures

Requester's Signature (indicates agreement to abide by the *Ithaca College All College Computer and Network Use Policy*) \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Head, Dean, Director or Vice President required for ALL departmental lists \_\_\_\_\_ Date: \_\_\_\_\_

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_  
Approval of advisor or faculty required for ALL class/organization lists

**Bring completed form and college ID to the ITS main office, 102 Muller Center. Please allow 3 business days for processing.**

OA Initials \_\_\_\_\_ Date \_\_\_\_\_