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**Employee ID**: ………………………………………………………………………………………………………………………………

**Name**: …………………………………………………………………………………………………………………………………………

**Department/Division/Office**: ……………………………………………………………………………………………………

**Designation**: ………………………………………………………………………………………………………………………………

**Joining Date**: ……………………………………………………………………………………………………………………………….

**Mobile Number**: ………………………………………………………………………………………………………………………….

**Present Email**: ……………………………………………………………………………………………………………………………

**Institutional Email Address**: …………………………………………………………………….

**@iiuc.ac.bd**

**Office 365 Access (Optional)**: …………………………………………………

**@faculty.iiuc.ac.bd**

I agree. (If find any suspicious activity or compromised or making spam etc, the account will be deleted without any notice.)

***Applicant’s Signature***

New Email Account Form

(Please fill the form and send to IT Division)

**Official Use only**

**Approved Email**: …………………………………………………………………………………………………………………………

**Password (Temporary)**: ……………………………………………………………………………………………………………

**Date**: ……………………………………………………………………………………………………………………………………………

***Authorize Signature***

***→****For any Query Please Contact: IT Division, IIUC, PABX: 384, 423*