



Application for a new mailing list

Revised 03 October 2012

Name of Applicant: _____ Tel: _____

Department: _____ Email: _____

Name of Proposed List: _____@lists.leeds.ac.uk

Note: Names of lists should ideally be as full as possible rather than abbreviations and words should be separated by hyphen. Spaces are not allowed and list names will be case independent.

Stated purpose and justification for the list:

Conditions & Declaration:

Ownership of this list may only be transferred to another member of the University and only members of the University are allowed to be list moderators. I understand that all use of this mailing list must be in accordance with the University's Use of Computer Systems Policy which can be found at <http://www.leeds.ac.uk/informationsecurity>.

Name of List Owner: _____ Email Address: _____

Signed (Applicant): _____ Date: _____

Section to be completed by the User Representative or Head of Department

I certify that the request made above is for bona fide academic purposes and I support this application.

Signed: _____ Date: _____

For Office Use Only

Web address: <http://lists.leeds.ac.uk/mailman/listinfo/>.....

Mailing List address:

Date of creation:

Initial (default) password:

Owner-list alias set to:

Remarks:

1 | Mailing list archive is disabled by default. Owners of the list can enable the archive if it is required.