

Distribution List (DL) Request Form

Distribution Lists (DL's) is a function of email the e-mail system where lists of email addresses are used to email everyone on the list at once. At USD this list is utilized to provide e-mail distribution to a specific set of employees or student workers to satisfy an official University business purpose. Use of DL's also provides business continuity for the business purpose in the event of staffing changes. Only valid USD E-mail addresses can be supported.

Distribution List Name: _____ New DL: DL Renewal:
(Please Print Clearly) DL Modification:

Expiration Date: _____

Brief Description of Business Purpose: _____

DL Members to Include

Action	Members Existing USD Account <small>(USD E-mail Only @sandiego.edu)</small>	Members USD_ID Number
Add <input type="checkbox"/> Remove <input type="checkbox"/>		
Add <input type="checkbox"/> Remove <input type="checkbox"/>		
Add <input type="checkbox"/> Remove <input type="checkbox"/>		
Add <input type="checkbox"/> Remove <input type="checkbox"/>		
Add <input type="checkbox"/> Remove <input type="checkbox"/>		
Add <input type="checkbox"/> Remove <input type="checkbox"/>		
Add <input type="checkbox"/> Remove <input type="checkbox"/>		

Use second form to include additional members.

Department Authorization to Establish a DL

(Please Print Clearly)

Name: _____ Title: _____

Sign: _____ Date: _____

USD_ID Number: _____ USD Email: _____

Tel: _____

When complete, please send this form to USD ITS Network Operations Center, Maher Hall, room 170, or fax it to them at 619-849-8310. You will be notified when the DL is ready for use. Thanks!