

INTRANET / INTERNET / ACCESSING EMAIL THROUGH MICROSOFT OUTLOOK REQUEST FORM



* Please fill in the form in CAPITAL LETTER

Name as in NRIC :	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																					Employee No. :	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																		
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Please tick whichever is applicable

<input type="checkbox"/>	INTRANET	<input type="checkbox"/>	INTERNET
<input type="checkbox"/>	ACCESSING EMAIL THROUGH MICROSOFT OUTLOOK		

Reason : _____

Website Requested : _____

Duration : _____

Note: Email access through Microsoft Outlook would only be given for official purposes and after obtaining all approvals.

REQUESTED BY:	RECOMMENDED BY: HOD / DIV	VERIFIED BY: HR DEPT.	APPROVED BY: DIR/ED/EC
NAME : _____ DATE : _____	NAME : _____ DATE : _____	NAME : _____ DATE : _____	NAME : _____ DATE : _____

For System Administrator Use Only

INTRANET

☐ Activated ☐ Not activated Date : _____

Reason : _____

INTERNET

☐ Activated ☐ Not activated Date : _____

Reason : _____

MICROSOFT OUTLOOK

☐ Configured ☐ Not configured Date : _____

Reason : _____

Preferred Email Address: _____@inaikiara.com.my