

# INTRANET / INTERNET / ACCESSING EMAIL THROUGH MICROSOFT OUTLOOK REQUEST FORM



\* Please fill in the form in CAPITAL LETTER

Name as in NRIC :	<table border="1" style="display: inline-table; width: 150px; height: 20px;"></table> <table border="1" style="display: inline-table; width: 150px; height: 20px;"></table>	Employee No. :	<table border="1" style="display: inline-table; width: 80px; height: 20px;"></table>
Date of Commencement :	<table border="1" style="display: inline-table; width: 80px; height: 20px;"></table> D D M M Y Y Y Y	Dept. / Div. :	<table border="1" style="display: inline-table; width: 150px; height: 20px;"></table>
Designation :	<table border="1" style="display: inline-table; width: 150px; height: 20px;"></table>		
		Contact No. (O) :	<table border="1" style="display: inline-table; width: 100px; height: 20px;"></table>
		(Ext.) :	<table border="1" style="display: inline-table; width: 100px; height: 20px;"></table>
		(H/P) :	<table border="1" style="display: inline-table; width: 100px; height: 20px;"></table>

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 : \_\_\_\_\_