# ES Migrated Shared Mailbox – Permission Change Request Form

Use this form to request the ability to edit permissions to DXC shared mailboxes that migrated from the HPE environment. **You must be an owner of the existing shared mailbox to request changes.**

Shared mailbox permissions are managed through Security Groups. Once the below request is submitted and completed, three Security Groups will be created and assigned to the shared mailbox owner. The shared mailbox owner can manage membership of the Security Groups to manage shared mailbox permissions. **[Learn more](https://csc.service-now.com/selfservice/article_detail.do?sysparm_document_key=kb_knowledge,89e3aa58db224b08d417e1994b96190e&glide_sso_id=7b5e13254fb5d600a198a4eab110c723)**.

Please fill in this form, **leaving no blanks.**  **Any forms not fully completed will be returned.**

1. **Requestor Details:**

|  |  |
| --- | --- |
| First Name: | Mehul |
| Last Name (Surname): | Goyal |
| Email: | mehul.goyal@dxc.com |

1. **Shared Mailbox Details:**

|  |  |
| --- | --- |
| Email Address of the Shared Mailbox (SMTP): | telstradevopsprogram@dxc.com |



1. **When complete, please email the form to the CSC/DXC Service Desk.**

**Generally, the address to use is** [CSS\_Internal\_Help\_Desk@csc.com](mailto:CSS_Internal_Help_Desk@csc.com) **but there are regional/business variations so if you are not sure you should check in CSC's ServiceNow instance via http://chat.csc.com and #KB0029210 which can be accessed using your shortname and globalpass.**

**Within the CSC ServiceNow instance you can either chat with a Service Desk agent, find the phone numbers to call your regional Service Desk or find the specific email address applicable to your region/business to send a completed request form to.**

**All request forms are available in the following CSC/DXC UCC ODE WorkShare:**

[https://dxcportal.sharepoint.com/sites/globalpcc/shared documents/accounts & projects/csc o365/o365 and onpremise request forms/](https://dxcportal.sharepoint.com/sites/globalpcc/shared%20documents/accounts%20%26%20projects/csc%20o365/o365%20and%20onpremise%20request%20forms)

**PLEASE ALLOW 5 DAYS FOR THE PROCESSING OF YOUR REQUEST**