

Resurrection MCC Email Add/Change/Remove Request Date: _____

Email this form to: TechSupport@ResurrectionMCC.org

EMAIL ADD

Ministry Lead Requestor: _____

Email Address Requested: _____

Person's First and Last Name: _____

Person's Personal Email Address: _____

Person's Phone Number: _____

ADD / CHANGE/ REMOVE DISTRIBUTION LIST

In order to create a distribution list, the person in the distribution list must have a Resurrection MCC email address.

Distribution List Name: _____

Distribution List Members (separate with a comma):

Remove:

ALIAS:

An alias is an email address that goes to the email address of the requestor. Ex: John@ResurrectionMcc.org wants an email alias: Gala@ResurrectionMcc.org

The emails addressed to "Gala@" will go to John's email address.

Email Alias Requested: _____

REMOVE EMAIL ADDRESS:

Email Address to be Removed: _____

Effective Date: _____

Completion Date: _____

Completed By: _____