



Ministry of Information, Broadcasting, Telecommunications & Information Technology

Coolidge Business Complex (former Sealy Building); Sir George Walter Highway; Antigua

Tel: (268) 468-4600/10 (switchboard) / 468-4622 (direct)

Email: helpdesk@ab.gov.ag

The Ministry of Information, Broadcasting, Telecommunications and Information Technology, in keeping with the Government's mandate, has implemented a standardized user platform to provide a centralized communications system for all Government employees. Employees who are desirous of creating a **'Shared Mailbox'** for their various departmental accounts or amending information relative to the said account, should do so by completing this prescribed form (see below); duly signed by his/her Permanent Secretary/Department Head to complete the process.

Please fill out the relevant sections in BLOCK LETTERS for the requested service.

Shared Mailbox Form – New/Add/Remove

Date: _____	Department Head: _____
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Contact Tel: _____	Email: _____
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Name of Department: _____

Name of Ministry: _____

Address: _____

Mailbox Information (Please tick where applicable):

New Mailbox:
Mailbox Name: (e.g. Helpdesk Department) _____

Requested Email Address: (e.g. Helpdesk@ab.gov.ag) _____

Existing Mailbox:
Mailbox Name: _____

Mailbox Address: _____

Persons Authorized to Access Shared E-mail:
Name: _____ Position: _____

Persons Requested to be Removed from Shared E-mail:
Name: _____ Reason: _____

**Please indicate on the back of the form additional persons to be added/removed.*

AUTHORIZATION: (Date stamp required)
Department Head/P.S. Name: (Printed) _____

Department Head/P.S. Signature: _____

Official Use Only

Authorized Personnel: _____	Date: _____
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