Clubs and Societies Webmail Authorisation Form

I have read the procedures and guidelines for clubs and societies webmail.
I agree to abide by the University guidelines and regulations.
I confirm that I am responsible for all information on the website for

Club/Society Name:_____

Name:	**ISS Username:**
Student Number:	
Address (Leeds):	
Telephone Number:	**Mobile:**

	Email
President	
Name	
Signed	
Secretary	
Name	
Signed	
Treasurer	
Name	
Signed	

Authorisation for webmail activation

Signed Date

(Activities Administrator, Leeds University Union)

Username:_____ @leeds.ac.uk

Password:_____

Confirmation email sent to:_____ @leeds.ac.uk On :_____

For Office Use Only

Sent to ISS	Date:
Received back from ISS	Date:
Activated Link	Date: