



Email Configuration Variance Request for use through June 30, 2018

Faculty members may request a variance from the standard configuration of their @drexel.edu email accounts to allow mailbox access via the Internet Message Access Protocol (IMAP).

_____	_____@drexel.edu	_____
<i>Faculty Member's Name (printed)</i>	<i>User-id (typically initials and number)</i>	<i>Phone Number (with area code)</i>
_____	_____	_____
<i>Department</i>	<i>College or School</i>	<i>Dean's Name (printed)</i>

- I request a variance to permit access to the above mailbox using the Internet Message Access Protocol. I agree that I will store mail retrieved via IMAP only on university-owned computers. I agree that I will not use IMAP from mobile devices (i.e., electronics weighing less than 2 pounds). I agree that I will not have mail services (e.g., gmail.com, outlook.com, etc.) use IMAP to gather messages from the above account.

Please explain why you seek this variance:

I understand that violation of the above terms will result in the termination of the variance and may subject me to further disciplinary action up to and including termination of employment.

Faculty Member's Signature

Date

I approve of this request through June 30, 2018 and will fund the \$100 charge from the following source:

Fund

Organization

Account

Dean's Signature

Date

Fill in the form, sign it, scan to PDF, then email it to EmailVariance@drexel.edu to begin the review process.

Chief Info Security Officer's Signature

Date

Chief Privacy Officer's Signature

Date