

WAIVER TO PERMIT PUBLICATION OF NAME & EMAIL ADDRESS IN UTMB EMAIL DIRECTORY

A student may request from Enrollment Services that your directory information be withheld from publication. This includes "publishing" your name and email address in the UTMB EMAIL directory. This will necessitate our "hiding" your name and email address so that it is not available for others to see and consequently to select. This will result in some technical problems for you that we have not been able to find a way to avoid. Here are the problems you will face:

1. You will not be able to access your email via the WEB. The WEB application supplied to us from Microsoft only works for names that are "published" in the Exchange Global Address Book.
2. When using email, you will need to have access to a personal computer on which an Email application such as Outlook, Outlook Express, or Eudora (there are many more) are installed and can connect to our Microsoft Exchange Email system. These applications can all be configured to send and receive Email, however care must be used in order to preserve your privacy and ensure that your Email is not read by someone without your permission. When you configure the applications, especially at home, you must make sure that the Email you receive either remains in your mailbox on the Email system or is moved to a secure location, such as a network drive that only you have access to. For assistance with Email and UTMB settings and documentation, please contact the UTMB Helpdesk at x25200, 409-772-5200, or toll free at 888-898-2401. The documentation will walk you through configuring common Email applications and default to setting up your Email so that it remains in your mailbox and is only readable by you.
3. People who want to send you email will not be able to "look up" your email address. You will have to provide your email address to them yourself. Only administrative staff and faculty with a need to know can obtain your email address without your permission.
4. The distribution lists used by the schools to communicate essential information to you will not contain your name. You will not receive these communications and will have to depend on "checking in" to see if there are important communications that you need.

If you prefer we NOT hide your name and avoid these email limitations, you must complete a signed waiver that will affect only your email address in the Exchange Global Address Book. This will not expose your name to any off-campus Internet source other than UTMB sites.

You can print this form, sign your name, and submit it to your school. School contacts are:

Graduate School of Biomedical Sciences:	Laura Teed	x 22665	4.429 Levin Hall
School of Allied Health Sciences:	Mary Ellen Beaupre	x 23030	2.202 SAHS/SON Bldg
School of Medicine:	Glenda McKinney	x 23256	G210 Ashbel Smith Bldg
School of Nursing, Baccalaureate Program:	JoAnn Mahoney	X 71548	4.213 SAHS/SON Bldg.
School of Nursing, Graduate Program:	JoAnn Mahoney	X 71549	4.213 SAHS/SON Bldg.

Please allow three days for us to process your request. (If you cannot print this out, check with your school for the form.)

I authorize Information Services to publish my email address/name in the Exchange Global Address Book until such time as I revoke this authorization. This will not otherwise affect my request to withhold information that I previously requested from the UTMB Office of Enrollment Services.

PRINT NAME _____

SIGN NAME _____

DATE _____

School Personnel Validating Student ID _____ DATE _____