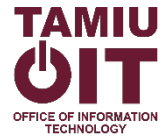


**Creation of new Microsoft Team request
Office of Information Technology**



Microsoft Team Name:

Must comply with OIT nomenclature policy.

Description:

Type of team

Project-based

Departmental-based

Committee/Organization

Project expiration date

Usage type

File sharing
SharePoint

Meetings
Chat

Document collaboration
Polls

Multiple channels collaboration
Other _____

Statement of responsibility and acknowledge: By signing this request, I agree to adhere to Texas A&M International University's established computing and security regulations as well as any A&M system policies, and state and federal laws. To review TAMIU's Acceptable Use Policy please go to <https://www.tamiau.edu/compliance/documents/Rules%20and%20SAPs/29.01.03.I0.01informationresourceacceptableuse.pdf> In addition, by signing this form, I acknowledge that I have read, understand, and agree to the TAMIU Microsoft Teams guidelines, regulations and limitations located at https://www.tamiau.edu/oit/facultystaff/microsoft_teams.shtml. I also understand that failure to comply with any of the above may result in the removal of the requested access.

Director/Department Chair Contact Information (Owner)

Full Name:

Title:

Department:

Telephone:

Email:

New owner requesting access to an existing team

Signature:

Date:

Additional Team Owners Contact Information

Note: A minimum of two owners per team are required. Owners will have the option to add/remove members once the Team has been approved and created. It is the responsibility of the owner to transfer the ownership to another team member prior to leaving committee/organization or employment with the University. New owners must submit this form to OIT.

Full Name:

Title:

Department:

Telephone:

Email:

New owner requesting access to an existing team

Signature:

Date:

Full Name:

Title:

Department:

Telephone:

Email:

New owner requesting access to an existing team

Signature:

Date:

President/VP Name:

President/VP Signature:

Date: