

Indian Institute of Science Education & Research Mohali Computer Centre

Application for E-Mail Account

(Please read the instructions given on page 2 of this document. The completed application form, duly signed by the HOD of the concerned department, **should be submitted to the Computer Center**. Please use CAPITAL LETTER.)

1. Name* : _____
 . (Dr./Mr./Ms. First name Middle Name Surname) (Registration No.)
2. Designation* : _____
3. Department* : _____
4. Supervisor/PI* : _____
5. Address for correspondence * : _____

6. Telephone Number:(Office)* _____ (Mobile) _____
7. Do you have IISER Mohali Email ID (Yes/No):_____

(If yes) Email ID _____@iisermohali.ac.in
8. Preferred Email.id** : (a) _____@iisermohali.ac.in

 . (b) _____@iisermohali.ac.in
9. Alternate Email address, if any, for correspondence : _____
10. Duration for which account is required : _____

Signature(User)

Signature(HOD/PI)

FOR OFFICE USE

User ID Creation

Signature of Email In-Charge

Assigned login ID : _____@iisermohali.ac.in

Remarks : _____

* Entries are mandatory and need to be filled.

** The login id(s) will be generated based on the existing Email address policy.

EMAIL USAGE TERMS AND CONDITIONS

1. Users are requested to keep the given password a secret.
2. By not doing so (point no.1 above) the account may be compromised by hackers and the hacker can use the same account for sending spurious mails on the accounts' behalf. IISER Mohali Computer Centre is neither responsible nor accountable for this type of misuse of the compromised mail accounts. Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account.
3. Do not open any attachments unless, it has come from a known source. In fact delete those mails which are not relevant to you and still you received it. They might contain a virus that will corrupt your computer.
4. Users are requested, if possible, to install the personal firewall software to secure their machine and e-mail traffic.
5. Users are requested to install the Anti-virus software with latest pattern update periodically and OS patches in their system.
6. IISER Mohali Computer Center is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
7. Users are advised to keep a copy of their mailbox on their local computer or hard disc.
8. IISER Mohali Computer Center will take measures to prevent data loss, however, due to unforeseen technical or other issues, if the same happens, Computer Center cannot be held responsible.