

MaxBulk Mailer Responsible Use Pledge

Before using the MaxBulk Mailer software, you must read the UNCG Volume Emailing Appropriate Use Guidelines (see: http://its.uncg.edu/Software/Available/Mass_Email/Guidelines) and sign this Pledge.

I have read the UNCG Volume Emailing Appropriate Use Guidelines and agree to abide by them in the use of MaxBulk Mailer and other high volume emailing tools while conducting business on behalf of UNCG. I realize that misuse of such tools (whether intentional or unintentional) may result in loss of UNCG-provided email account(s), disciplinary action, and/or other potential ramifications for myself, my department, the University, and UNCG students.

Signature

Date

Print Name

User Name

Email Address

UNCG Division/School/College

UNCG Department Name

- Check this box if you would like to attend a MaxBulk Mailer workshop. To register, go to the UNCG Workshops & Event Calendar at: <http://workshops.uncg.edu/>

Department Authorization:

I authorize the above employee to install MaxBulk Mailer on his/her computer.

I understand that misuse of such tools (whether intentional or unintentional) may result in loss of UNCG-provided email account(s), disciplinary action, and/or other potential ramifications for the above employee, my department, the University, and UNCG students.

Signature (Director, Dean, or Department Head)

Date

Print Name

Please send your completed form to:

6-TECH Service Desk

102 McNutt Building

After your form is received, an ITS service request will be opened in your name and someone will contact you with instructions on downloading and installing the software with the appropriate license key.