

ITO Outprocessing Check Sheet

Requester:

Dept:

Requester Phone:

Requester Email:

User to outprocess:

First name:

Last Name:

EID:

Last work day:

VOIP

If you would like the caller ID changed, what do you want it to be?

Would you like the voicemail to be killed?

yes no

If you would like the phone to be forwarded, what is the phone number to forward to?

Do you have UTBox folders that ITO controls and would like to unshare with them? If Yes, paste links to the main folder here:

See page 2

If you have Office365 mailbox requests please note them here. For example, do you want the user's mailbox forwarded to a certain address? Do you need an export of all their emails? If they need to set an out of office reply, please remind them to do so as we cannot control that.

If you happen to know if they have Filemaker databases that need to be deactivated, please note them here.

Send this document to help@edb.utexas.edu and include any additional notes not addressed in the ticket request.