



**G.C. University Lahore**  
**Department of Computer Science**  
**Networking Unit**

Email Account Activation Form for University Employees

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Department: \_\_\_\_\_

Phone No (office): \_\_\_\_\_ Phone No (Mobile): \_\_\_\_\_

Alternate e-mail address: (Optional) \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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Verification by Respective Chairman/ Head of Department/Director

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Stamp: \_\_\_\_\_

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For Administrative Use only (by Postmaster)

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# **GC University, Lahore**

## **Computer Science Department**



### **Instructions Regarding Email Account Usage**

- The email accounts can be accessed via web page located at the following URL. <http://mail.gcu.edu.pk/>
- Users should change their password through options
- Users are strictly forbidden from sharing their account or password with anyone. In fact, giving your password to an unauthorized person can invoke a disciplinary action. The criterion is not whether you trust them, but whether the University has authorized them to use that account.
- Users shall not misrepresent their identity in e-mail correspondence.
- Users shall take full responsibility for messages that they transmit through GC university mail server. No one shall use the facility to transmit fraudulent, defamatory, harassing, obscene, or threatening messages, or any communications prohibited by law. Violations will be immediately reported to the competent authority for disciplinary action.