



Work Order
(New Web Mail Request)

To
Director
ICT Cell, Khulna University



Subject: Web Mail Requisition for New Mail ID Creation.

Create New Mail ID

First Name	:	<input type="text"/>
Last Name	:	<input type="text"/>
Designation/Student ID	:	<input type="text"/>
Discipline / Institute/ Administrative Office Name	:	<input type="text"/>
Desired Mail Address	:	<input type="text"/>
<small>(sample@ku.ac.bd) of (sample@discipline short code.ku.ac.bd)</small>		
Secondary Mail ID (Mandatory)	:	<input type="text"/>
Phone Number (Mandatory)	:	<input type="text" value="+880"/>

Signature & Date

Forwarded by

Assigned
ICT Cell Person

Work Order
Current Status

Work Order
Successfully Delivered