

# REQUEST FOR OUTLOOK ACCOUNT FOR NON-COUNTY PERSONNEL

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Date of Request: \_\_\_\_\_

Requested by (Last, First, MI): \_\_\_\_\_

Affiliation with MCFRS: \_\_\_\_\_

Requested for (Last, First, MI): \_\_\_\_\_

Affiliation with MCFRS: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_

Reason for Access: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long is access required? \_\_\_\_\_

\_\_\_\_\_

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I have read, understand and agree to abide by the Montgomery County,  
Maryland Computer Security Policy and the Internet, Intranet, & Electronic  
Mail Policy.

\_\_\_\_\_  
Signature, New Outlook User

\_\_\_\_\_  
Signature, Requestor

\_\_\_\_\_  
MCFRS Approval

*Return form to:*

*Albert George, Chief Information Officer  
101 Monroe Street, 12th Floor  
Rockville, Maryland 20850*