

# New User / Modify User Worksheet

(On Existing Accounts)

Please use this form to provide detailed information when adding new users or modifying user services on existing Virtual Office accounts (to delete users, please use the Delete User Worksheet).

Please return completed form to your Onboarding Specialist or [support@vofficeglobal.com](mailto:support@vofficeglobal.com).

## General Information

**Company Name:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Desired Add / Change Date:** \_\_\_\_\_

**Primary contact Information.**  
Who may we contact if we have questions about your change request?

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Add / Change User information

Choose One:                      New User Setup                      Change for Existing User

User belongs to the following domain: \_\_\_\_\_

		Service Required							
User Name	Email Address	VO Mail Plus	VO Archive	VO Encrypt	VO Meeting	VO Project (full subscription)	VO Docs Integration	VoIP Integration	Administrator*
<i>Example: John Smith</i>	<i>jsmith@yourcompany.com</i>	X	X			X			

\*Administrative users will have access to modify user access, assign sharing rights, process administrative requests with VO Customer Service / Support, etc. Additional administrators are sometimes legal or compliance staff, HR personnel, senior management, etc. *Additional fees may apply. Compliance and/or regulatory requirements or restrictions may apply.*

## Distribution Lists

Please use the table below to identify manage distribution group members\*.

User Name	Distribution Group(s)	Add	Delete
<i>Example: jsmith@abcdco.com</i>	<i>service@abcdco.com</i>	<b>X</b>	

\*Companies often use distribution lists to share information among teams, groups or key resources. For example, emails delivered to "info@yourcompany.com can be shared to all customer service employees, or "careers@yourcompany.com can be shared to key human resource personnel. *Compliance and/or regulatory requirements may apply.*

## Additional Information / Instructions

Note: the addition of additional users and/or services requested on this worksheet shall be subject to the terms and conditions of your agreement with Virtual Office. This worksheet shall be considered an addendum to your agreement and the number of licenses granted to customer.

<b>For Virtual Office Use Only:</b>	New Customer Setup	Configuration Change
Received by: _____	Date: _____	
Desired Onboarding / Change Date: _____		
File path to User Information Worksheet: _____		
Date Complete: _____	Changes Provided to VO Billing: _____	
Notes:		