

Request an Organizational Email Account for your Student Organization

Student organizations may request a variety of technology services supported by the university. Follow the steps listed below to request an organizational email account for your student organization. Please note, a faculty or staff person must serve as the account owner, although students may be listed as authorized users. Only a faculty or staff person may submit the request for an organizational email account. Student organization leaders should work with their advisor to complete this request process.

- Go to go.osu.edu/it
- Click the red button to “Sign in to your account” using your name.# and BuckeyePass (DUO) authentication
- Select “Order Services” from the left toolbar
- Select “Messaging & Collaboration Services” from the list
- Select “University E-Mail Service – Organizational Account Request”
- Complete the form by entering the required fields for account name and account co-owner
 - You may also add the names of additional people who should have access to the account, which may include student leaders
 - Please note, all organizational email accounts require two owners, both of which must be faculty or staff employees at the university
- Click “Next” to proceed
- Confirm the information is correct and click “Next” to proceed
- You will receive an automated email confirmation message once the account has been created, which includes links to informational resources for how to access and manage the account

For additional support related to your student organization email account, please visit ocio.osu.edu or contact 614-688-HELP (4357).