

Add	<input type="checkbox"/>	Change	<input type="checkbox"/>	Delete	<input type="checkbox"/>
Effective Date	____/____/____	to	Effective Date	____/____/____	
Last Name	_____	First Name	_____		
E-Mail	_____	CALTECH ID#	_____		
Mail Code	_____	Phone Ext.	_____	FAX	_____
Department	_____				
Department Supervisor	_____	Phone Ext.	_____		

**Directory Mailer Groups:**

- ALL
  - Staff
  - Academic Faculty
  - Post Doctoral Scholars
  - Graduate Students
  - Undergraduate Students
    - Senior
    - Junior
    - Sophomore
    - Freshman
  - External Affiliates, Guests, Visitors

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Distribution Group Approval

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

IMSS Information Security Approval

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Instructions:** Email the completed form to the designated approver. Refer to IMSS website for contact names: <https://www.imss.caltech.edu/services/email-calendar-messaging/email/sending-email-everyone-caltech>