

# User Creation Form

First Name:

Last Name:

Email:

Phone:

Title:

Company:

Office:

New device required?

Replacing current employee?

User to copy: - *New user will have the same apps and permissions as the copied user*

Default Apps:

Other Apps:

File Access: - *Includes Teams Groups*

Email Access: - *Please specify "Full Control", "Send As" or both*

Special Notes: