How do I obtain a shared mailbox for my Program or Study?

Shared mailboxes are created by UCDH Enterprise Messaging Team. Email addresses have the format hs-programname@ucdavis.edu.

To submit a request for a shared mailbox go to https://ucdh.service-now.com/itss and do the following:

1. Go to https://ucdh.service-now.com/itss?id=sc_cat_item&sys_id=fb468cf6db83d3c045883220ad961959
2. If prompted to log in, enter your HS username and password.
   This should be the same as the one you use for Ecotime
3. Fill out the form as needed and click **Add to Cart**
4. Click **View Cart**
5. Fill out your cart's form and click **Submit**