

**\*\* Please Return This with Your Signed Offer Letter \*\***



## New Hire IT Account Set Up Request

### Employee Information

Your Full Legal Name: \_\_\_\_\_

**Email Preferred Out-Bound Name:** The company offers newly hired employees the opportunity to request a preferred email address. You will be automatically given two (2) email addresses:

1. "first name.last name@riverbed.com"
2. "first name initial.last name @riverbed.com".

**You may add another email address if you wish, with the following guidelines:**

Email Preferred Out-Bound Names MUST be a derivative of your first and last names (e.g. Christopher Andrew Johnson's preferred name could be [chris.johnson@riverbed.com](mailto:chris.johnson@riverbed.com), or [chris.a.johnson@riverbed.com](mailto:chris.a.johnson@riverbed.com)).

***This is your only opportunity to inform the company of a preferred email name so please return this form as soon as possible if you wish to use a derivative email address.***

Recipients of outbound messages will be able to respond to either of your assigned company addresses.

1. \_\_\_\_\_@riverbed.com

2. \_\_\_\_\_@riverbed.com

**Employee Signature:**

**Please Note:** In an instance where a requested email address cannot be provided, Human Resources will contact you to discuss other options.