

**DEPARTMENTAL VOICEMAIL NAME CHANGE**

Please complete, sign and fax to 504-865-6740 or email it to [phones@tulane.edu](mailto:phones@tulane.edu) .

Requests are usually processed the same day, and you will receive your passcode and instructions by email.

**REQUEST TO CHANGE THE NAME ON A VOICEMAIL BOX  
(NO CHARGE)**

Department: \_\_\_\_\_

Extension: \_\_\_\_\_

Current Name: \_\_\_\_\_

New Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
DEPARTMENT HEAD, DEAN OR DIRECTOR