

## Office 365 Video Channel Requests

Channels quotas are set to 100 GB. All content must abide by the Acceptable Use Policy (<http://oit.utk.edu/aup>) which governs the use of information technology at the University of Tennessee. Please complete this form and submit it to the OIT HelpDesk. Please scan and e-mail to [help@utk.edu](mailto:help@utk.edu), fax to 974-0277, or return this form to the OIT Service Center located in the Commons on the 2nd floor of Hodges Library.

Note: The channel name must include the prefix for your campus with a dash; e.g. UTK-, UTIA-, UTSA-, UTHSC-, UTC-, UTM-, etc.

**Name of Channel:** \_\_\_\_\_

Access to the channel will be managed by Active Directory (AD) groups. If a group does not exist, one will be created during the channel setup process. AD groups can be managed by the defined owners; instructions available online at <http://help.utk.edu/kb/entry/1997>.

### Channel Owners (minimum of two).

Channel Owners can manage videos and channel settings.

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### Channel Editors (minimum of two).

Channel Editors can add, change, or remove videos.

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### Channel Viewers (provide name of AD group)

Channel views can only view the video, but cannot modify the video or upload content.

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### For questions related to the request, please provide us contact information:

Name: \_\_\_\_\_ NetID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Requests for channels must be reviewed and approved by a Dean, Director, Department Head, or other authorized sponsor.**

*Authorized By:*

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For OIT Use Only

Form Received By \_\_\_\_\_ FP Ticket # \_\_\_\_\_

Check for existing departmental channel

Channel Created By \_\_\_\_\_