



TEXAS ASSOCIATION *of* COUNTIES

COUNTY INFORMATION RESOURCES AGENCY

County Email Administrator Authorization Form

This form authorizes TAC CIRA to grant a certain level of administrative access to a county employee. Please check one or both boxes below to indicate whether the Email Administrator should have access to manage your county's email accounts on the Microsoft Office 365 platform, access to approve or reject email-related requests submitted by your county's staff, or both.

Contact Information:

County:

Employee Name:

Employee Title or Position:

Email Address:

Phone Number:

Approval:

- Provide this email administrator with privileges on the platform to manage email accounts (e.g., add/delete mailboxes, reset passwords, configure security and spam settings).
- Provide this email administrator with privileges to approve or reject email-related requests submitted by your county's staff.

County Judge:

Signature:

Date:

Special Requests/Notes:

Please send the completed form to support@county.org or fax to (512) 479-1807.