



G.C. University Lahore
Department of Computer Science
Networking Unit

Email Account Activation Form for University Employees

Name: _____

Designation: _____ Department: _____

Phone No (office): _____ Phone No (Mobile): _____

Alternate e-mail address: (Optional) _____

Address: _____

Date: _____ Signature: _____

Verification by Respective Chairman/ Head of Department/Director

Signature: _____

Name: _____

Stamp: _____

For Administrative Use only (by Postmaster)

Username: _____

Password: _____

Signature: _____

Name: _____

Date: _____

GC University, Lahore

Computer Science Department



Instructions Regarding Email Account Usage

- The email accounts can be accessed via web page located at the following URL. <http://mail.gcu.edu.pk/>
- Users should change their password through options
- Users are strictly forbidden from sharing their account or password with anyone. In fact, giving your password to an unauthorized person can invoke a disciplinary action. The criterion is not whether you trust them, but whether the University has authorized them to use that account.
- Users shall not misrepresent their identity in e-mail correspondence.
- Users shall take full responsibility for messages that they transmit through GC university mail server. No one shall use the facility to transmit fraudulent, defamatory, harassing, obscene, or threatening messages, or any communications prohibited by law. Violations will be immediately reported to the competent authority for disciplinary action.