

Lotus Notes - Name/Department Changes

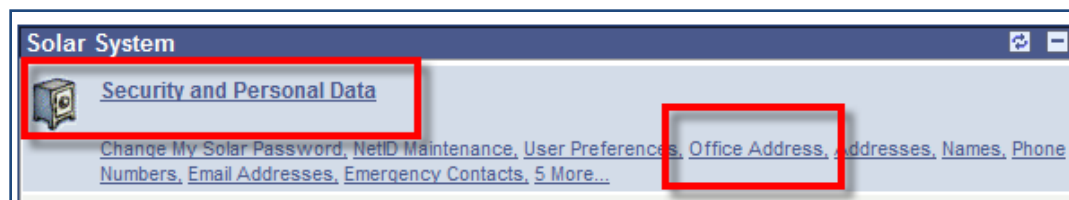
Legal Name Change

If you would like your Lotus Notes user name changed (due to a legal name change) send an email to the Computer Accounts Office at caccount@notes.cc.sunysb.edu from your Lotus Notes account. Be sure to include your legal name and Stony Brook ID number.

Department Change

Your Lotus Notes user name includes your “administrative area” (i.e., Jane Doe/**DoIT**). If you move to another department you must notify the Computer Accounts office so that they can make the appropriate change on your account.

- First go into **SOLAR**, under **Security and Personal Data > Office Address** and make sure that your **4-digit office zip code** is correct.



- Then send an email to the Computer Accounts Office at caccount@notes.cc.sunysb.edu from your Lotus Notes account. Be sure to include your full name, Stony Brook ID, and your new 4-digit office zip code.