



**THE GAMBIA GOVERNMENT**  
**Application Form For e-Mail Account**

*Please note that all fields under PROFILE and CERTIFICATION section must not be left blank.*

<b>PROFILE</b>			
N a m e	First:	Password (Initial only)	
	Middle:		
	Last:		
Ministry			
Nationality		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Designation		Grade	
Email *			
Office Tel. No.		Mobile Number	
<b>CERTIFICATION</b>			
I, the undersigned certify that the information given by me in this application form is authentic.			
Applicant's Signature _____ Date _____ Stamp			
Head of Department's Name and Signature: _____			
<b>FOR OFFICIAL USE ONLY</b>			
Account Status	<input type="checkbox"/> Active <input type="checkbox"/> Pending		
	Director's Signature _____ Date _____		
<b>CONTACT INFORMATION</b>			
For queries, comments, or compliments please contact the MOCIIT IT-UNIT Help Desk at Tel No. 4378577 or e-mail at: <a href="mailto:info@doscit.gov.gm">info@doscit.gov.gm</a>			

*\* Please refer to Annex A, under item (a) of Guidelines for specific instruction*

# Background

In our efforts to smoothly implement the e-government strategy and to address the increasing ICT needs of the Civil Servants and their various Ministries, the Ministry of Communications, Information and Information Technology (MOCIIT) is embarking on assigning e-mail accounts to Civil Servants. Currently, the government's web and e-mail servers are co-hosted in Gamtel, but in the near future they will be hosted in our own physical facilities.

## Guidelines

Below are the instructions to subscribe to the government e-mail system:

- a) The standard e-mail format is [mlastname@ministry.gov.gm](mailto:mlastname@ministry.gov.gm), where “l” is the first letter of your first name, “m” is the first letter of your middle name, “**lastname**” is your last name **written in full**, and “ministry” is the **acronym** of your Ministry. For example: [mlsarr@doscit.gov.gm](mailto:mlsarr@doscit.gov.gm)
- b) New e-mail accounts must be created for redeployed Civil Servants, and the old ones must be disabled or deleted.
- c) For security purpose, please make proper backup of your mails and contacts.
- d) Your initial password can be changed secretly and it can be changed frequently as you like. **Please remember your password!**
- e) Only civil servants on grade 6 and above will be assigned an e-mail address. Under specific circumstances, applicants outside of this category will be considered case by case.
- f) For official e-mail communication, the civil servants must start using their official e-mail addresses.
- g) To use your e-mail, please open your internet browser (Internet Explorer, Netscape or Firefox Mozilla) and type the URL: [www.gamtel.gm:2095/](http://www.gamtel.gm:2095/)
- h) You are requested to inform MOCIIT IT-UNIT (by telephone or by email) of staff redeployment only after making proper backups.