

# **Lotus Notes - Name/Department Changes**

## **Legal Name Change**

If you would like your Lotus Notes user name due to a legal name change send an email to the Computer Accounts Office at [caccount@notes.cc.sunysb.edu](mailto: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 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](mailto: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.