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# How to Install, Move, Add, Change or Delete Server Services

All requests to add, move, remove, or change existing server services and their associated resource units and charges are submitted via the online Remedy Service Request Catalog.

- The agency submits an IMAC request via the Remedy Service Request Catalog for all server decommissions.
- The agency submits a catalog request via the Microsoft tab in the Remedy Service Request Catalog to delete email accounts. (In some cases, the agency may directly manage its Office 365 email accounts.) The agency also submits an RFS via the Remedy Service Request Catalog for a new project that requires server services. The agency should work closely with its third-party application vendor and the GETS infrastructure service provider partner to identify agency requirements that determine the selection of server instance type and complexity.

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