

Preparing to leave the University – Your IT account

As a member of University staff, you are entitled to have an IT account and an email address for the duration of the period of your employment up to and including the last contracted day, after which your account will be closed.

When is my last day?

If you are taking any leave before your last day of employment, your account will remain active until your last contracted day, even if you are not actually attending work until that date. The last day will be confirmed to you by HR and will be included in the emails you will receive reminding you about account closure.

What does this mean for me?

Closure of your IT account will end your access to any services and accounts for which you need your Essex login and password. This includes access to the following services:

- Logging in to any computer on campus
- Sending or receiving email via your @essex.ac.uk email address, accessing your calendar
- Using HROrganiser to view your payslips and P60
- Personal (M:/) or shared network drives
- myBox folder
- Restricted web content
- Moodle, corporate information systems, University-hosted learning resources
- Office 365 or OneDrive for business through your Essex account
- Home subscription to Microsoft Office
- Eduroam WiFi

What do I need to do before I leave?

There are a number of actions that you may find helpful to consider in advance of leaving. Please follow the advice and guidance below as necessary and relevant to your circumstances and discuss any work-related issues with your line manager in advance of your leave date.

Save payslips and your P60 from HROrganiser

Your payslips and P60 are important documents and provide evidence of your earnings and deductions during your period of employment. The User Guide for this is at:

<https://www.essex.ac.uk/staff/starting-at-essex/using-hr-organiser>

Redirect personal email and transactions from your Essex email account

Reasonable personal use of IT services is allowed under our IT guidelines but it is your responsibility to transfer and delete any personal information from your Essex mailbox before you leave. It will not be possible to reactivate your account after your departure if you have omitted to copy or redirect any personal business.

Where can I get a personal email account?

If you do not already have a personal email address, you should create one if you wish to use email after leaving. Email accounts are readily available, free of charge, and without a requirement to have a home Internet Service Provider. You could get one from a large web service providers such as Google (Gmail), Yahoo and Microsoft. The University does not endorse a specific provider of email.

Contact any people or businesses that you have corresponded with for personal purposes through your Essex account and update any subscriptions or accounts for which you have used your Essex email address as a login.

Move any personal email items from your Essex mailbox to a private email address. Note that you should not move any work related emails that contain information that is not otherwise freely available to the public. Advice on saving mailbox data is available at:

<https://support.office.com/en-gb/article/export-or-backup-email-contacts-and-calendar-to-an-outlook-pst-file-14252b52-3075-4e9b-be4e-ff9ef1068f91>

Email Forwarding for Academic Staff

Staff on permanent or fixed-term salaried academic contracts only may have incoming email forwarded to a nominated personal account for a period of 90 days. This can be set up in HROrganiser, see Appendix 1 for instructions. This service is not available to staff on professional service contracts or casual academic contracts.

Arrange for your business email to be redirected

Discuss with your manager where to copy existing business emails that might need to be accessed by your manager or other colleagues after you leave. If they are not already in use in your area, the most practical approach is to create **role-based mailboxes**, as already exist for many University teams and services, so that several owners of the mailbox can be created. This avoids communication difficulties for customers and stakeholders when personal email accounts are closed.

Also discuss with your manager any communications that need to be sent in advance of your departure to customers and stakeholders, advising of your departure and future contact arrangements. Out-of-office messages **cannot** be set up on closed mailboxes. IT Services has advice and information on creating and maintaining role-based email accounts at <https://www.essex.ac.uk/staff/it-services/shared-mailboxes>

Save any personal items from shared drives and cloud spaces

Any items that are personal can be taken with you, either by emailing attachments to your personal email, or by saving them to a memory device or personal cloud storage. Think whether you have items in any of the following:

- Personal (your M:/ drive) or shared network drives
- Box folders or myBox
- OneDrive business account

Make sure there are no business items in your personal spaces

Ensure any files and folders that your colleagues need are stored in shared spaces – either a shared network drive or a departmental Box space – rather than your personal shared drive or myBox.

Home installation of Microsoft Office

When you leave the University, your free Microsoft Office subscription will end. When this happens you can either:

- Continue using your expired version to open and read documents – you won't be able to edit.
- Purchase your own personal subscription from Microsoft.
- Uninstall it and use something else.

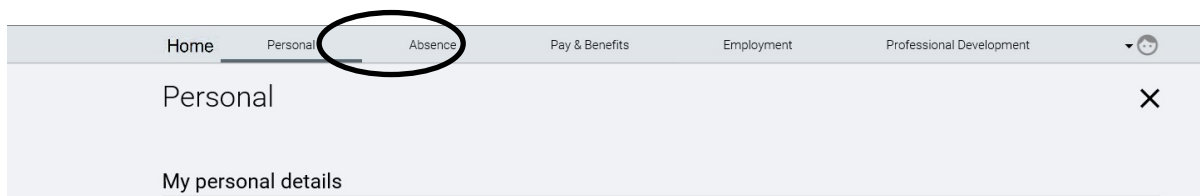
Appendix A – Forwarding Email for Academic Staff

Staff leaving permanent or fixed-term academic contracts can arrange for new incoming email after the leaving date to be forwarded to a personal email account for 90 days. Please note that once your contract has ended you will cease to be a member of any automated email groups based on your contract type and status, for example departmental staff mail groups, Only messages sent directly to your Essex account will be forwarded.

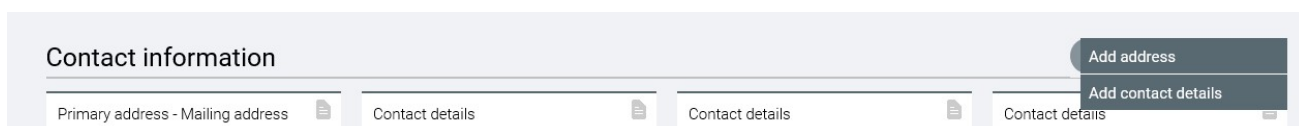
To set this up you will need:

- To have an active personal email account
- To approve the forwarding in HROrganiser

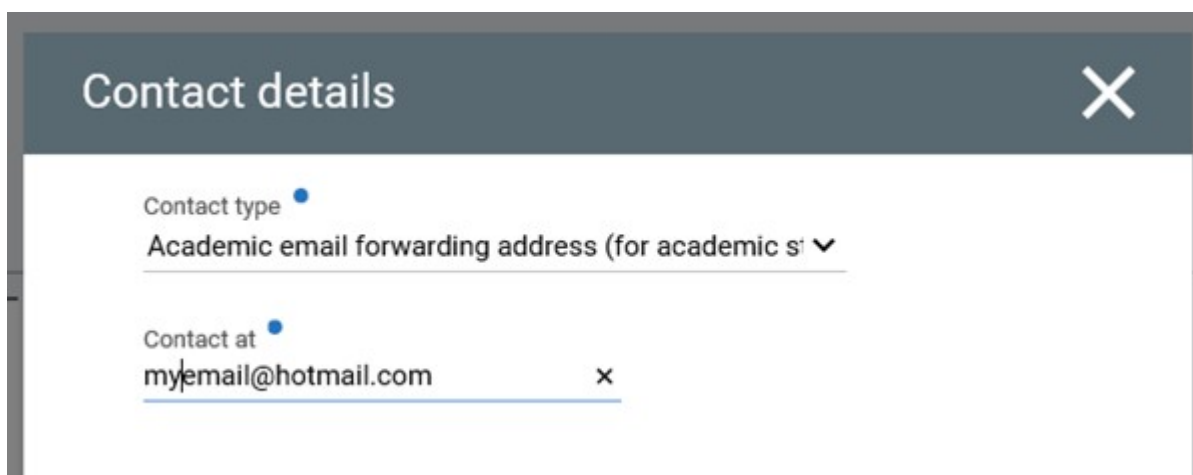
1. Log into HR Organiser and click the **Personal** tab.



2. Click **Add** button to display Add contact details and select this option



3. Select **Academic email forwarding address (for academic staff use only)**.



Enter your chosen email address and click save before logging out of HROrganiser.

Any further reminders you receive about your departure will confirm that you have set up email forwarding and will confirm the address you have chosen, as follows:

"You have registered the forwarding email address myemail@hotmail.com in HROrganiser, so any messages sent to your Essex email address will be forwarded to this address from your leave date for a period of 90 days thereafter."