

## How to Copy/Move existing emails from your UI Account to an alternate email account:

Here is a [link](#) that explains how you can copy/move your emails from your Hawkmail account to an alternate email account.

## Reserve Your Alumni E-mail Address

No matter where you go, you'll always be an Iowa grad. And, with the free OnIowa e-mail forwarding service, your friends and family will always be able to contact you at your University of Iowa alumni e-mail address:

"[yourname@alumni.uiowa.edu](mailto:yourname@alumni.uiowa.edu)".

## Office 365 Accounts

**Note:** The following pertains to Office 365 accounts only. If you have a Hawkmail email account, [click here](#).

If you will no longer be affiliated with the University as a faculty, staff, or student after graduation, eligibility for your UI Office 365 account will end approximately **one year** after you graduate. You will be provided with several notifications through your email account of the specific day that the account will be disabled as the expiration date draws near.

If you no longer wish to use your Office 365 account after graduation, you can [contact the ITS Help Desk](#) to have it closed. Prior to having the account closed, you will want to save all of your files from your OneDrive cloud storage and forward on any email you wish to keep.

Even after your Office 365 account is closed, you can retain your UI email address and forward it to another account (Gmail, Yahoo, etc.). That means you can still receive email sent to your UI email address by updating your routing address in ISIS (see <http://its.uiowa.edu/support/article/1350> for more information). **Note:** It is important that you only change your routing address if you request your Office 365 account be closed. Otherwise you may miss important emails sent to your UI email address.

If you have questions, please call the ITS Help Desk at 319-384-4357 or e-mail [its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu).

## UI Wireless/eduroam Network Access

You will be able to access the UI Wireless network on campus until the beginning of the following semester after you graduate. If you are no longer a student, but employed by the University, you will remain eligible to access UI Wireless.

## ICON

You will be able to access ICON until the beginning of the following semester after you graduate. However, individual courses may be made "inactive" by instructors at any time. If you are no longer a student, but employed by the University, you will retain your access to ICON.

## **ISIS**

As a former student, you will retain access to ISIS forever. This allows you to maintain your email routing address, download tax documents, and order transcripts, among other tasks you may need to do after graduation.. Be sure to establish your HawkID password hints so that you can use the Forgotten Password Tool and reset your own password if necessary in the future.

## **Instructional Technology Centers (ITC) Access**

Your ITC computer lab access will remain active until the beginning of the following semester after you graduate. If you are no longer a student, but employed by the University, you will remain eligible to use the ITCs.

## **Discounts on Computers**

You can continue to purchase computers at a discount online through the ITS Computer Discount website until the beginning of the following semester after you graduate. The UI Bookstore also offers discounts on computers that can be purchased on site.

## **MyWeb**

If you are currently using MyWeb, your account will remain active for one (1) year after your graduation date.

## **Files@Iowa**

Your Files@Iowa file space (H drive) will remain accessible for approximately two weeks after leaving the University. You will want to be sure and save any important documents or files prior to losing access.

## **Lynda.com Online Training**

You will continue to have access to Lynda.com (at <http://lynda.uiowa.edu>) with your HawkID and password until the beginning of the following semester after you graduate. If you are no longer a student, but employed by the University, you will remain eligible to use the Lynda.com.

## **Virtual Private Network (VPN)**

You will not have access to this service after graduation.

Please direct any further questions to the ITS Help Desk.