

## Account options for departing employees and their supervisors

### Departing Employees:

#### Email:

##### Information -

- We do not allow other users to access\use a former employee's email mailbox because of security and liability issues.
- Email account extensions are only available for retirees and only with Dr. Cartwright's approval.
- Don't attempt to delete work related emails, they can be recovered.
- UAEX email account will be disabled the day after the termination date and deleted 30 days later unless a 30-day Forward is requested (listed under options).
- If you want a copy of your email for future reference, you can archive it to a PST file that you can take with you. [Click here for instructions.](#)

##### Options (*only if requested*) -

- **30-Day Forward (Employee)**
  - Password for the UAEX email account will be changed the day after termination and access will not be allowed.
  - Email will be forwarded to a personal email account for 30 days (a copy will also stay in the UAEX account).
  - After 30 days, the UAEX email account will be disabled and deleted an additional 30 days later.

#### Active Directory\Server & Computer Files:

##### Information -

- We do not allow other users to access\use a former employee's Active Directory account because of security and liability issues.
- Your Active Directory account will be disabled the day after the termination date and deleted 30 days later.
- Copy your personal files to an external device and take them with you if you want.
- Delete any personal files but don't attempt to delete any work related files, they can be recovered.

##### Options (*only if requested*) –

- No options available.

#### Banner:

##### Information -

- We do not allow other users to access\use a former employee's Banner account because of security and liability issues.
- The Banner account will be disabled the day after the termination date.

**SEND ALL ACCOUNT REQUEST TO [IT-ACCOUNTS@UAEX.EDU](mailto:IT-ACCOUNTS@UAEX.EDU)**

## Supervisors of Departing Employees:

### Email:

#### Information -

- We do not allow other users to access\use a former employee's email mailbox because of security and liability issues.
- Email extensions are only available for retirees and only with Dr. Cartwright's approval.
- UAEX email account will be disabled the day after the termination date and deleted 30 days later unless a 30-day Forward is requested (listed under options).

#### Options (*only if requested*) -

- **PST Archive** - You can request a copy of the departing employee's email, contacts, calendars. The account will be exported to a PST file which you can access using Outlook.
- **30-Day Forward (Supervisor)**
  - Password for the departing employee's UAEX email account will be changed the day after termination and access will not be allowed.
  - Email will be forwarded to a requested current employee's email account for 30 days (a copy will also stay in the departing employee's account as well).
  - After 30 days, the UAEX email account will be disabled and deleted an additional 30 days later.
- **Alias** - An alias can be assigned to a current employee's email account so any emails sent to the departing employee's email account will then go to the current employee's email account.
- **Auto Reply** – An auto reply can be set on the mailbox for 30 days. This can be used to inform senders where to send emails.

### Active Directory\Server & Computer Files:

#### Information –

- We do not allow other users to access\use a former employee's Active Directory account because of security and liability issues.
- The Active Directory account will be disabled the day after the termination date and deleted 30 days later.

#### Options (*only if requested*) –

- **File Retention** – All computer and server files belonging to the departing employee can be copied to an external device or placed in a shared folder on the server for access by other employees.

### Banner:

#### Information –

- We do not allow other users to access\use a former employee's Banner account because of security and liability issues.
- The Banner account will be disabled the day after the termination date.

**SEND ALL ACCOUNT REQUEST TO [IT-ACCOUNTS@UAEX.EDU](mailto:IT-ACCOUNTS@UAEX.EDU)**