

## **Alumni Email Management - February 10, 2014**

**Policy Description:** This policy describes the management of alumni email accounts. The policy outlines information related to the alumni email account migration to Office 365 and the termination of aus.edu email accounts.

**Audience:** AUS Alumni

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**Approved by:** Leo de Sousa, Director of Information Technology, and the Office of Development and Alumni Affairs

**Reviewed by:** IT Steering Committee

**Responsible Units:** Information Technology Department and Office of Development and Alumni Affairs

**Version:** 1.0

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### **Definitions:**

- Alumni – a graduated AUS undergraduate or graduate student
- @aus.edu Email – Zimbra undergraduate student email system
- Graduate Student – a student enrolled in a Graduate Studies program full-time or part-time
- Office 365 – Microsoft web hosted email service (@alumni.aus.edu)

### **Detailed information:**

New alumni will receive an email asking them to choose an alias for their new alumni email (@alumni.aus.edu) during their final semester before graduation. An email invitation will be sent by IT on behalf of ODAA to all graduating students containing the following information (Note: Email Invitation context will be constructed with IT Team):

- 1) Alumni email access is for the life of the Alumnus/Alumna.
- 2) Information about the process for selecting the alias with deadline for completion of the alias selection process.
- 3) Informing alumni that aus.edu student email will be deleted two months after their graduation date.
- 4) Alumni email is the official email to be used after graduation. If the alumni return as graduate students, they will continue to use their @alumni.aus.edu email account.

Once this process is completed, alumni should expect their new Office 365 accounts to be created within 72 hours. Along with a welcome email, graduate students will receive detailed instructions on migrating email data from their @aus.edu account to their new @alumni.aus.edu account. If they encounter any problems, they need to contact ODAA office for support. ODAA will forward issues to the IT Department when appropriate. Alumni, who decide not to choose an alias, will receive an @alumni.aus.edu email with their original student ID numbers ([b000xxx/g000xxx@alumni.aus.edu](mailto:b000xxx/g000xxx@alumni.aus.edu)).

The email account @aus.edu will be deleted two months after their graduation date; no data can be migrated or recovered from the old account at that point.

Once the old account is deleted, the new alumni email (Office 365) ([b000xxx/g000xxx@alumni.aus.edu](mailto:b000xxx/g000xxx@alumni.aus.edu)) becomes the official AUS alumni email address. The University will use this email for all future communications. In the event of alumni re-joining AUS for graduates studies (or another undergraduate major), their official AUS alumni email account will remain @alumni.aus.edu. The older email account @aus.edu will never be re-created.

**Contact information:**

If you have any questions about this policy – Please feel free to contact the Office of Development and Alumni Affairs at [odaa@aus.edu](mailto:odaa@aus.edu)