Addressing Technology Topics for a Departing Employee

**Email**
- Be sure that existing emails are reviewed and addressed appropriately. This may mean forwarding emails to another colleague, exporting emails into an external file, or deleting emails that are no longer relevant.
- If the departing employee has personal subscriptions based on the kzoo email account (NOT RECOMMENDED), be sure they are addressed before the employee departs. If the employee has personal emails in the kzoo account, be sure they are addressed.
- Review information in your email contacts and copy any necessary information before departure.
- In consultation with your supervisor, create an appropriate out of office message that informs people of your departure and directs them to another resource.
- Consider a forwarding rule that forwards new mail to another source. Forwarding rules will work until the email box is deleted, typically within 30 days of departure.

**Network Files**
- Review files on the individual network storage (M: drive) and delete, move, or copy them to other colleagues as appropriate. These files will typically be deleted within 30 days after the employee departs.
- Review files in individual OneDrive folders and delete, move, or copy them to other colleagues as appropriate. These files will typically be deleted within 30 days after the employee departs.
- Review files in other personal cloud based storage (e.g. Google Docs, Dropbox). Use of these other sources is NOT RECOMMENDED. Delete, move, or copy them to other colleagues as appropriate.
- Shared folders (network shares or TeamSites for a unit or project team) are not affected, except that the departing employee’s access to them is disabled.

**Voicemail**
- Existing voice mail messages should be deleted or transferred to another mailbox. An external greeting should be created with appropriate instructions.
- The voicemail box is typically deleted within 30 days of departure, and if a new colleague is assuming the phone extension, a new voicemail box is created.

**Equipment**
- Be sure all computer equipment (computers, laptops, phones, external hard drives, tablets, etc.) is accounted for and returned to IS or to the department before departure.