Exit Information for M4s

What is Happening to your UMHS services:
Your UMHS Outlook email accounts will close. Once your account closes you will no longer be able to receive email at your @med.umich.edu. Additionally, it is not possible to forward this email address to another account. To prepare for the loss of these accounts, we recommend following this short process to move your email to a personal account. All Level-2 services will go away, unless you are staying for residency or research.

What is Happening to your Central Campus services?
When you graduate you become an alumni and you keep your uniqname and some university computing services. Details can be found here: http://www.itcs.umich.edu/accounts/endaccount/

What To Do:
Get the emails you want to keep out of UMHS Outlook using one of the following options:

1. **Forward messages** individually from Outlook to the personal email account. Be aware that any sensitive data, such as Patient Health Information, should not be forwarded.

   OR

2. **Configure an email client** (Microsoft Outlook recommended) to access both your UMHS Outlook email and a personal email account (Gmail, Hotmail, Yahoo, etc.).
   - Configure the Outlook email client for UMHS Exchange. Instructions can be found here.
   - Information about how to configure the personal email account on the Outlook client can be found on that service (Gmail, Hotmail, Yahoo, etc.)
   - Drag the emails over from the Outlook account to the personal account. **Do not copy any sensitive information, such as Patient Health Information.**
   - When done, remove the UMHS Exchange account from the Outlook email client

3. **Next: Change your MCommunity entry** to include ONLY your personal email account.
   - Follow the MCommunity instructions here to change your forwarding address
   - Email to your uniqname@umich.edu address will now go only to your personal email account
   - Changes are immediate and can be updated at any time

4. **Send “change of address” notifications** to anyone you want to keep in touch with using either your @umich.edu address or your personal email address.
   - You may want to consider setting up a vacation message on your @med.umich.edu account before it expires so that anyone sending to that address will be aware of the change: Outlook - Out of Office Messages

Help:
- Medical School Information Systems (MSIS): 734-763-7770 or msishelp@umich.edu
- Or stop by the Help Me Now office in the Taubman Health Sciences Library, suite 5100. Hours of operation are: Mon-Fri 8am-9pm. Sat-Sun noon-9pm.