Leaving Carleton - Your Digital Departure

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Overview

As you transition to post-Carleton life, there are a few things you should take care of during spring term and early summer to transfer or archive your digital materials. During your time at Carleton you have created documents, presentations, posters, and more that you may wish to keep. You may be the owner of resources for an organization or committee which you now need to transfer to someone else. And, of course, there's likely to be a *lot* of email that you may (or may not) want to keep for future reference.

This page is intended to be a quick one-stop reference and reminder of the digital aspects of your Carleton career which you may want to archive or transfer. It also includes links to pages with more detailed instructions on how to do so.

If you have any questions or would like assistance, please call the **ITS Helpdesk** at ***507-222-5999*** or email: *helpdesk@carleton.edu*

> ⚠️ **Digital Departure Deadline - End of July**
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> Individual deadlines are noted below each heading in *italics*. In general, however, it will be easier for you if you try to complete as much of the work as possible before you leave campus

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Archiving or Transferring Email

Deadline: *End of July*
After July, messages in your Carleton mailbox vanish and are non-recoverable; mail sent to your address will be returned to the sender.

While it is tempting to simply move all of your email from your Carleton Gmail account to, for example, your personal Gmail account, we suggest that you consider archiving your Carleton email instead. One of the main reasons for this is that there is no elegant method for transferring email between two different systems. The methods below will work, though they will not transfer the labels that you have created in your Carleton account. Remember, although labels *look* like folders, they are not *actual* folders which means that they do not transfer. This means that all of your Carleton emails will come through in a single, very long list that you may need to sort, depending on how you want to use it.

Archiving email has the advantage that you are simply downloading and storing the email for future reference, in case you need to refer back to it in the future. It helps to keep your old Carleton email separate from your current (or new) email, in a searchable location for those times that you need to refer back to it.

Set An Auto-Reply in Gmail
Set up an auto reply (aka vacation reply) in your Carleton Gmail to inform people that your email address will be changing. **Do this early** to reach the most people.

Transferring to Personal Gmail Account
Transfer email from your Carleton Gmail account to a personal Gmail account using these instructions from *Google*.

Transferring to Outlook.com
Transfer email from your Carleton Gmail account to Outlook online.

Archiving with Mac Mail
Archiving your email using Apple's Mail email client (Max OS).

Archiving with MailStore
Archiving your email using MailStore Home (Windows only)

Documents and Files

Deadline: *End of July* (**Network Drives** - *End of June* | **ArcGIS Online** - *End of July*)
After July, you will lose access to the network drives and Carleton Google Drive, and shortly thereafter, your files will be irretrievably deleted.

During your time at Carleton, you have undoubtedly written and created a lot of material which is stored digitally in various places on our network. Course assignments in Moodle, that Photoshop masterpiece stored in Dropbox, or collaborative documents on Google Docs. Once your Carleton account expires, you will lose access to these files which will eventually be deleted from our systems.

The links below provide more information on accessing and transferring these types of files.

Leaving Carleton - Your Moodle Files
Accessing and saving files from your Moodle courses.

Leaving Carleton - Your Google Drive Files
Accessing and saving files from your Carleton Google Drive.

Leaving Carleton - Your Dropbox Files
Accessing and saving files from your Carleton Dropbox account.

Leaving Carleton - ArcGIS Online
Transferring files from your *ArcGIS Online* account.

Leaving Carleton - Your Network Files
Accessing and transferring files from various network locations.

Passing the Baton: Groups, Files and More

Deadline: End of July
Mailing lists and organization resources that have no on-campus owners will be scheduled for deletion, so please pass them along to someone who isn't graduating.

If you have been an active member of a student group or organization on campus, it is possible that you are the designated owner or administrator of either the corresponding mailing list or other network resources. Before you leave Carleton, you should be sure to transfer such ownership to your lucky successor.

Mailing lists that have no on-campus owners will be scheduled for deletion, so please pass them along to someone who is not graduating.

Student organizations whose leaders have all graduated are considered inactive by the CSA, so if the organization is to continue, you will need to hand it off to the next generation. You will need to designate next year's org leader and transfer network folder and web resources to help.

Instructions on both can be found at the links below.

Mailing List Ownership
All mailing lists you own must be transferred to someone who isn't graduating. Any lists that end up without a valid owner will eventually be closed..

Student Org Resources
If you lead a student organization, you must transfer ownership of online resources to someone who isn't graduating.

Carleton Dropbox
Any (non-personal) Dropbox files or folders for which you are the owner must be transferred to a new owner.

Carleton Google Docs
Any (non-personal) Google Drive files for which you are the owner must be transferred to a new owner.

Your Alumni Account and Staying Connected

Deadline: N/A

ITS provides several computing services to Carleton alumni, to help ease the transition into the post-Carleton world and to provide ways of keeping in touch with other alumni and the Carleton community. You will continue to have access to web resources like the Hub and the Alumni Directory after graduation. For services like these, you will continue to sign in using your current username and password.

Also, although your student email account is deactivated, you can set up a Carleton Alumni forwarding address so that you always have a Carleton address that people can email you through.

Alumni Computing Support
The home page for all Alumni computing support needs.

Alumni Email Forwarding
Use this page to set up a Carleton Alumi email forwarding address.

Alumni Gateway
The home page for Carleton's Alumni Network, including the Alumni Directory.

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