

Graduating Seniors: Technology after Wartburg

After graduating from Wartburg, you will begin to lose access to Wartburg ITS services. Therefore, you need to start a plan for transitioning these services.

Your Wartburg account will deactivate 120 days after your graduation. This means you will no longer have access to the following services: Wartburg email, my.wartburg, info.wartburg, network storage (K: drive), and Wartburg's subscription to Microsoft Office.

EMAIL:

You will not be able to access your email once your account is deactivated (120 days after graduation). This means you will not have access to old messages. If you need any old messages, you will need to forward them beforehand to a different account. In addition, once your account is deactivated, forwarding and auto-reply also will no longer work.

If you do not have a secondary personal email, we strongly suggest you get one. You will want to start transitioning over to this personal account long before your Wartburg account is deactivated. You need to stop including your Wartburg email on things such as applications, resumes, personal bills, credit card information, web accounts, etc.

We suggest that you set up forwarding of your Wartburg email to your personal email address. You should also put an auto-reply message on your Wartburg email informing senders about your new email address. (We recommend doing this before you leave campus upon graduation)

This document will explain how to set that up:

<http://info.wartburg.edu/Portals/0/ITS%20Files/Forwarding%20your%20Exchange%20emails.pdf>

MY.WARTBURG:

When your account is disabled, you will no longer be able to log into my.wartburg. It would be a good idea to download and save a digital copy of your unofficial transcript once all your grades are in.

INFO.WARTBURG:

From info.wartburg, you may want to download and save your paystubs (if you had an on campus job) from this tax year. Odds are that you will not need them for your 2020 taxes, but it is always good to be on the safe side.

Network Storage:

Any documents you have saved on your personal Wartburg drive space (aka K:\drive or Nascar) will need to be moved to a different personal location. This may be a personal One Drive account (not the One Drive associated with your Microsoft Office subscription through the college), Dropbox, Google Drive, etc.

[OneDrive](#) (Gives you 5GB free Storage)

[Dropbox](#) (Gives you 2GB free Storage with basic account)

[Google Drive](#) (Gives you 15GB free Storage)

Microsoft Office:

If you took advantage of the free Office 365 through the college, you will lose the right to use that software when you cease to be a student. You enter a grace period where your software will continue to work for an indeterminate amount of time. At some point, you will be unable to use the Microsoft Office suite unless you pay for a personal Office 365 subscription. We suggest you consider buying while you can at a student discount.

<https://products.office.com/en-US/buy/office>

There are several options ranging from \$69.99/year to the \$249.99. The \$69.99/year option is only good for 1 user. The \$99.99/year option allows use by up to 6 users. The \$249.99 option is a one-time purchase. This allows you to install Office 365 on 1 PC for an unlimited time, but it does not upgrade like the subscription based installs.

Guides for Migrating from Office 365 ProPlus to Office 365 Personal:

[Windows 10](#)

[Window 8.1](#)

[Mac](#)