

Good morning Supervisors,

In preparation of the Office 365 Migration, I have been tasked to reach out to student worker's supervisors to determine if student worker email addresses and email content needs to be retained.

The student worker email address is provided when they begin working in your department. This is NOT the same as their student email address.

Example Student: Mike Anderson and Jill Johnson

Example Student email address: manderson176@my.anokaramsey.edu,
jjohnson3@my.anokatech.edu

Example Student **worker** address: mike.anderson@anokaramsey.edu,
jjohnson@anokatech.edu

Email contents include email, contacts, calendar items.

Please review the options. **Let me know by the end of Thursday (May 30, 2019) what is your preference.**

Option 1: Delete student worker email address; delete student worker email account. (This is advisable for any graduated student or student who will not return to your department.)

Option 2: Retain student worker email address, delete email contents. Provide student name(s) and email address(es).

Option 3: Retain student worker email address, retain email contents. Provide student name(s) and email address(es). (Keep everything intact; the student will return to my department in the summer/fall.)

NOTE: If I do not receive a response, the student worker email and mailbox will be deleted (Option 1). Student worker accounts can be recreated if/when they return to student employment in the summer/fall with the submission of an updated Network Security Request (NSR).

Your prompt review and response is appreciated.

Let me know if you have any questions regarding this request.

**Service Desk | Office of Information Technology
Anoka Technical College | Anoka-Ramsey Community College
763-433-1510**

Reminder: Office 365 Shared Tenant Migration – June 15-16, 2019. Click [ATC](#) or [ARCC](#) for more information!

Please note: The Office of Information Technology will NEVER ask for email account validation, personal information (SSN, etc.) or a username and password via email.



