

Retiree Google Account Transition



All faculty and staff who wish to maintain a University email address into retirement will be issued a new **username@retired.appstate.edu** account.

Transition Timeline

Faculty and staff who **plan to retire** will be notified of their new account upon filing paperwork with Human Resources.

Staff will have until the last day of employment to transition to the new account, usually about four months.

Faculty accounts will remain active past the last day of employment to allow time for faculty to apply for emeritus status.

- Applications for emeritus are due mid-September.
- If an application is received, faculty accounts will remain active past September to await final approvals for emeritus.
- Faculty members who are granted **emeritus status** are entitled to maintain university Google accounts and all associated services that come with them. They will not transition to the new username@retired.appstate.edu format.
- If an application for emeritus is not received, the retired faculty account will be de-provisioned by late September of each year.

Follow the instructions below to prepare for account transition and data retrieval.

You will receive a “**Retiree Email Account Welcome Email**” to your current username@appstate.edu account that will provide login information about your new account.

- Follow the welcome email steps carefully to log in and set up your account.
- Consider writing a short email to all of your active contacts notifying them of your address change and/or setting a [vacation auto-responder](#) in your App State account to notify your friends, family, and contacts that your email address has changed.

The guides below outline how to download and/or transfer data from your current App State account (**Note: Allow several days to complete these steps /procedures**):

- Using Thunderbird to transfer personal email in your App State account to your @retired.appstate.edu account: [Personal Email Transfer](#)
- Backing up and transferring your data from your App State account to another device: [Google Drive Transfer](#)
- Retrieving personal Google photos: [Google Photos Transfer](#)
- Transferring your contacts: [Contacts Transfer](#)
- Using [Google Takeout](#), you can download and transfer any of your Google files or data from your current username@appstate.edu account to any device, which can then be migrated to your new username@retired.appstate.edu address.

Update personal accounts connected with your current username@appstate.edu email address to your new username@retired.appstate.edu address.

Services may include:

- banks
- credit cards
- retirement information*
- online retailers (Amazon, Apple)
- electronics registration and/or applications (mobile phones, laptops)
- social media (Facebook, Twitter, Instagram, etc)
- and many others

Use this help guide to manage third-party applications that may be linked to your Google account: [How to Check for Associated Google Services](#).

See this Google help article for more information on [managing third-party accounts](#).

Note: If your current address is associated with retiree benefits carriers and you need assistance updating your contact information, contact the [Office of Human Resources](#).

Need Help?

For all other questions or concerns regarding account access and data retrieval please contact the IT Help Desk by phone at (828) 262-6266, email [support@appstate.edu](#) or put in a [support request](#).