

# A few housekeeping items

- We will be recording this session for retirees who cannot attend.
- If you'd like to not be visible in this recording, you can turn off your video now. You will still be able to see the presentation and participate in chat.
- We will send a copy of the slides out after the webinar and put them on our FAQ page along with a link to a recording of the webinar.
- We will make sure to leave plenty of time for Q&A at the end of the session, but feel free to put questions in the chat as we go along.
- At the end of this presentation, we'll provide you with several ways to reach out for additional support if you need it.

# IT Service Changes for Retirees



May 6, 2022 Webinar

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Let's set your minds at ease up front:

Am I losing access to my @colorado.edu email?

No. You will keep your @colorado.edu email address and will continue to be able to check, send and receive emails from your @colorado.edu email address.

Will Microsoft products work on a Mac, iPhone or iPad?

Yes. All the products we will be talking about today are compatible with Apple products.

# Who is impacted by the changes?

The changes we will be discussing today will not apply to the following types of retirees:

- Emeritus faculty *entered correctly in our HR system with emeritus status*
- Working retirees (those who are actively employed by CU Boulder)
- Retirees who are volunteering for the university and *have been entered in our HR system as a Person of Interest (POI) – Security Access* because they need access to Office 365 products to carry out their volunteer duties.

These changes will also not apply to those who became active retirees after 3/31/22.

- Those retiring on 4/1/22 or later will be handled separately, at a later date.

# What is changing?

Beginning [6/30/22](#), you will no longer have access to the following IT services through CU Boulder:

- Office 365 desktop and online applications, **except** Outlook on the web
- Microsoft OneDrive file storage
- Google Workspace for Education (including Google apps like Gmail, Docs and Sheets, as well as Google Drive)

In addition, if you use CU Boulder's Gmail for their @colorado.edu email, you will no longer be able to use Gmail and will be moved to Microsoft's Outlook on the web.

# How did we get here?

- Microsoft Products
  - Per the terms of our contract with Microsoft, we are not permitted to provide Microsoft licenses, beyond Outlook on the web, to non-working, non-volunteer faculty and staff retirees.
- Google Products
  - Google is instituting strict storage quotas impacting file storage (Google Drive) and email.
  - Access to the significantly reduced amounts of storage must be prioritized for active students, faculty (including emeritus), staff (including working retirees) and those who need access to these tools to perform volunteer duties for the university.

# What will my Email experience be like?

How you access your email today	What your experience will be like
Microsoft Outlook on the web	The same as it is today. This is OIT's recommended way to <b><u>securely</u></b> check your email.
Microsoft Outlook desktop app that you <u>personally purchased</u> for your computer	The same as it is today.
Microsoft Outlook desktop app that was <u>provided to you by CU Boulder</u>	You will need to check email online in your web browser using Outlook on the web.
Microsoft Outlook on your smart phone or tablet	The same as it is today.

# What will my Email experience be like?

How you access your email today	What your experience will be like:
Gmail on your computer, or on a device like a smart phone or tablet	<p>OIT will move you from Gmail to Outlook on the web. This includes moving any items stored in your Gmail inbox to your Outlook inbox, including your file structure.</p> <p>Retirees who fall into this category will experience the biggest change. For this reason, <b>we will be communicating with these individuals separately about what they can expect.</b></p>

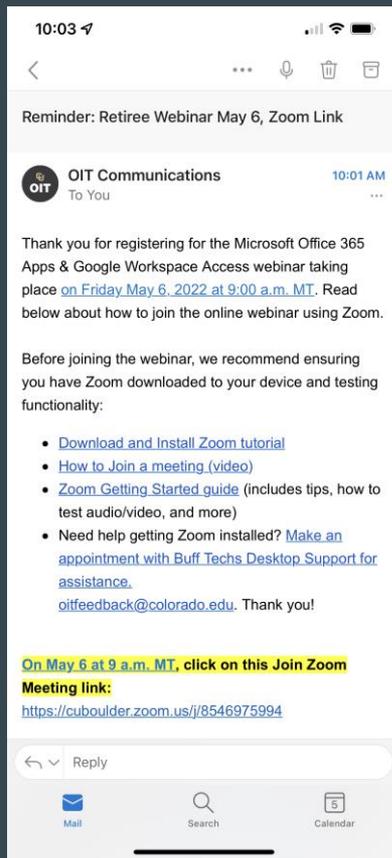
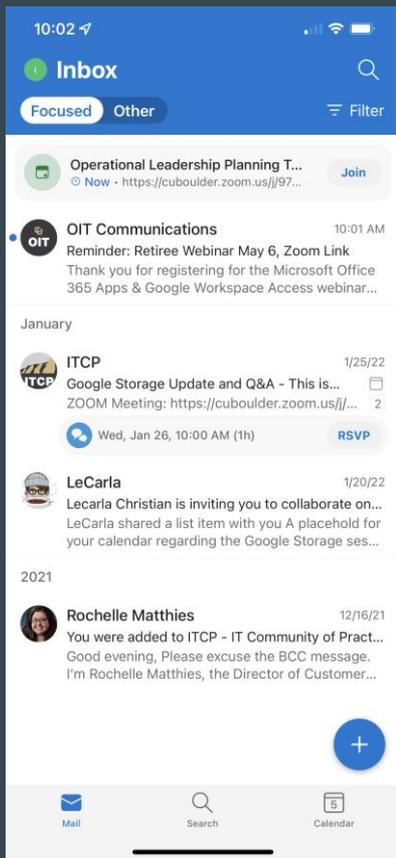
# What does Outlook on the web look like?

The screenshot displays the Outlook web interface in a browser window. The address bar shows the URL: outlook.office.com/mail/inbox/fjd/AAQkAGM0Y2I5YjJ0LTJmZQ1NGRIYS1hOGU2LWQ2NmE4MWNIMzKxMgAQAFoICa%2FVibIG... The interface includes a top navigation bar with the University of Colorado Boulder logo, a search bar, and various utility icons. On the left, a sidebar shows the 'Folders' pane with 'Inbox' selected, containing 1 message. Below the folders are sections for 'Sent Items', 'Deleted Items', 'Junk Email', 'Archive', 'Notes', 'Benefits emails', 'Conversation His...', and 'LeCarla'. The main content area is titled 'Reminder: Retiree Webinar May 6, Zoom Link'. It shows an email from 'OIT Communications' dated 'Thu 5/5/2022 9:17 AM' with the subject 'Reminder: Retiree Webinar May 6, Zoom Link'. The email body contains a reminder for a Microsoft Office 365 Apps & Google Workspace Access webinar on Friday, May 6, 2022, at 9:00 a.m. MT. It includes a list of links for downloading Zoom, joining meetings, and getting started. A yellow highlight at the bottom of the email body reads: 'On May 6 at 9 a.m. MT, click on this Join Zoom Meeting link:'.

You can use Outlook on the web on any current web browser:

- Safari
- Firefox
- Google Chrome
- Microsoft Edge

# What does the Outlook app on a phone or tablet look like?



# What will happen to my files on Google Drive and OneDrive?

- On June 30, 2022, you will **lose access** to any files you have stored in your CU Boulder OneDrive and CU Boulder Google Drive.
- After June 30, OIT will **not** be able to assist you with recovering any personal files that you have not downloaded and stored in an alternative location.

# What should I do with files I still need to access?

- Personal files you would like to keep from your CU Boulder OneDrive and CU Boulder Google Drive need to be [moved to a new location](#) (e.g. personal hard drive, personal OneDrive account or personal Google Drive) before June 30, 2022.
- Files containing any information which the university considers highly confidential or high impact are prohibited from being moved to personal storage and must remain in your CU Boulder Google Drive and/or Microsoft OneDrive.
  - [Read the highly confidential definition](#)
  - [Read the high impact definition](#)

# Are there resources available to help me move my files?

- For instructions and tips for downloading your files and storing them in an alternate location, visit OIT's instructions for downloading files from [Google Drive](#) or [OneDrive](#).
- The process of downloading files, especially when done over a residential internet connection, can take a considerable amount of time depending on the size of the files. We encourage you to not wait until the last minute to complete this process.
- OIT Buff Techs are available to assist retirees with moving files. Appointments are recommended. [Book an appointment](#).

# What are my options if I still need to access Microsoft Office 365 applications and OneDrive?

- You can create a FREE [personal account on Microsoft's website](#) to use Office Online. You can also sign up for 5GB of free OneDrive storage.
- For access to Microsoft Office 365 desktop applications and more OneDrive storage capacity, Microsoft offers [individual and family plans](#) at approximately \$70-100/year.

# What are my options if I still need access to Google applications and Google Drive?

- Google offers a FREE personal Google One plan, which provides the Google applications you've been using, Google Drive storage, and Google Photos. The free plan offers 15GB of storage. [Learn more about Google One plans.](#)

# What if I am emeritus faculty or a university volunteer?

- We are working with Faculty Affairs and the Department of HR to ensure that all emeritus faculty are entered correctly in the university's HR system prior to June 30.
- We are still working on a process for ensuring that retiree volunteers who need access to Microsoft and Google to perform their duties are sponsored as POIs.
  - When we have that process in place, we will communicate with HR Liaisons, the Retired Faculty Association and with Staff Council about what steps need to be taken to ensure retirees obtain/retain access when performing work as volunteers.

# Questions?

- Additional Questions?
  - Contact the IT Service Center at (303) 735-4357 or [oithelp@colorado.edu](mailto:oithelp@colorado.edu).
  - [Book an appointment with the Buff Techs.](#)
  - Visit the [Frequently Asked Questions \(FAQs\)](#).