

Digital Suitcase

CONGRATULATIONS TO ALL GRADUATES! AS YOU PREPARE TO MOVE FORWARD WITH YOUR CAREER, PLEASE REMEMBER TO PACK YOUR DIGITAL FILES AND TAKE THEM ALONG WITH YOU.

Important information about your Mailman accounts

- Your email account will not close at this time. Students who graduate are notified regarding the deletion of their @cumc.columbia.edu 90 days after graduation. The email notifications from the school include information on saving your CUIMC email messages, signing up for an [alumni account](#), and other steps that should be taken.
- If a graduating student joins a department or will be pursuing another course of study at a CUIMC school, the department or school must contact CUIMC IT within 90 days of the graduation to continue the account without deletion; after 90 days, the standard [account request](#) procedure should be used.
- Students studying abroad or on an extended absence will not lose their @cumc.columbia.edu accounts, provided their student record remains active. However, it is essential to verify this in advance with the school.
- Before leaving or before your CUIMC email account access is removed, it is possible to [Save Email Account](#) Data on a computer or removable media so you can still access messages and other data.

Task Summary

- Export files stored in your email account, desktop, my document folder, One Drive, and other locations where you save your files
- Transition to a personal email account and update your important contacts with your email address
- Remove institutional software from personal computers.

Microsoft OneDrive for Business (optional)

If you have not yet done so, [download and install the OneDrive for Business](#) client to prepare your computer to sync the files.

Sync your OneDrive files to your computer

1. Log in to your [Office 365 account](#)
2. Click on **OneDrive** in the top menu
3. On your OneDrive for Business page, click **Sync**
4. At the prompt, click Sync Now to start the sync app
5. Click **Sync Now** in the app to start the syncing
6. Click **Show my files** to open the synced OneDrive for Business folder in File Explorer.
7. Once your OneDrive for Business client is synced, a green checkmark will appear next to each file or folder.

Copy your synced files to your computer

1. Create a new folder on your computer where you want to save the files
2. Open the new folder and open your OneDrive for Business folder
3. Highlight the files you want to copy into your OneDrive folder and drag them into the new folder
4. Wait for the files to finish copying
5. Verify that you can open some of the copied files

Disconnect and uninstall your OneDrive for Business account from your computer

1. In Windows - Right-click on the OneDrive for Business icon in the system tray. (**Mac users will go to the application folder in finder and drag the OneDrive application to the trash**)
2. Click **Stop syncing a folder**
3. Select **OneDrive**
4. Click **Stop syncing**
5. Click **Yes**
6. Go to the **Start** menu and select **Control Panel**
7. Open **Programs and Features**
8. Find **OneDrive** or **OneDrive for Business** in the list of programs
9. Right-click on the name and select **Uninstall**
10. Follow the prompts to uninstall the OneDrive for Business client.