

# DEPAUL UNIVERSITY

---



## Outlook/Exchange Account Deletion

**Category:** Operations

**Responsible Department:** Information Services

**Responsible Officer:** Director of Infrastructure

**Effective Date:** 4/19/2016

---

### Policy Summary

---

This policy sets conditions for deleting Outlook/Exchange accounts.

---

### Scope

---

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

---

### Policy

---

Outlook/Exchange accounts are the property of DePaul University and are intended for use by current and retired faculty and staff, and certain other people affiliated with the University (such as consultants, independent contractors, vendors, etc.). When an employee is terminated or leaves the university, the person's immediate supervisor/manager must follow standard HR termination procedures and policies, which will result in the deletion of the Outlook/Exchange account if appropriate. For non-employees no longer actively affiliated with DePaul, the sponsor is responsible for ensuring the removal of the account in a timely manner.

#### **Terminated accounts**

Upon receiving an account removal request or HR termination notice, Information Services will delete the Outlook/Exchange account. The account and all emails in the mailbox will be removed completely, mail will be undeliverable, and the address will no longer be visible in the Outlook/Exchange address book. In addition, the account will be removed from all Outlook/Exchange distribution lists.

#### **Account Removal**

For DePaul employees, managers should follow the Office of Human Resources Termination Process. Once Information Services receives termination notice from HR's workflow process, we process appropriate access and account removals (i.e. e-mail accounts; network folder access; PeopleSoft access; etc.).

Non-employee accounts will be removed in conjunction with their affiliation end-date in PeopleSoft. For non-employee accounts that are no longer actively affiliated with DePaul and need to be removed prior to the scheduled end-date, or are still affiliated with DePaul but no longer need their email account, the users manager or sponsor must fill out the [Delete Exchange Account](#) form to remove their system access and delete the e-mail account.

---

## **Procedures**

---

To request the deletion of an Outlook/Exchange account for DePaul employees, please follow the Office of Human Resources Termination Process Checklist [here](#). Once Information Services receives termination notice from HR's workflow process, we disable access to e-mail and file and print and will be permanently deleted in two weeks.

For 'Friends of DePaul' accounts or for individuals that are no longer working for your department but still employed by DePaul University, please fill out the form [here](#) to delete an e-mail account. The manager of the former employee must complete the Delete Outlook/Exchange Account form.

---

## **Divisional Collaborations**

---

None

---

## **Contact Information**

---

For questions about this policy please contact the Technology Support Center at (312) 362-8765

---

## **Appendices**

---

None

---

## **History/Revisions**

---

Origination Date: 02/01/2003

Last Amended Date: 04/19/2016

Next Review Date: N/A