

Office 365 for alumni

What features come with my Office 365 alumni account?

You will keep access to your Salve Regina email, contacts, calendar and tasks.

What happens when I graduate from Salve Regina University?

- Your account is re-licensed as an alumni account one semester after your date of graduation.
- Your username and email address stay the same.
- Your email will continue to work as long as you continue to actively use it.
- You will lose access to Microsoft's desktop office suite, online apps, and mobile apps. You can purchase an Office 365 product through Microsoft or another online vendor if you choose.

Using my Salve email as an alumni

- Keep your salve.edu student email address active and use it for as long as you would like. For email addresses to remain active, you must use the account at least once every twelve months.
- If you have not used your email for twelve consecutive months, it will be marked as inactive.
- If you have not used your email for twenty-four consecutive months, your account will be deleted.
- You will need to abide by the acceptable use [policy](#) when using your Salve email as an alumni.

If I am about to graduate, how can I prepare regarding Office 365?

You will lose access to OneDrive, your online file storage. To avoid losing your files stored there, download all files and documents onto your personal computer. Files can be re-uploaded to the cloud using a free service like Google Drive if you prefer.

If you have downloaded Microsoft Office onto your personal computer or mobile device through your Salve Regina University account, your license will no longer be active and you will not be able to use those programs, you can purchase access through Microsoft or another online vendor. If you purchased Office through a different method (for example, DVD-ROM), this change should have no effect on the functionality of your Office software installed on your computer.

Follow the steps below to save your OneDrive for business data before your Office 365 license changes to an alumni/emeritus status or your account is deactivated/deleted.

Backup and save the data stored in OneDrive for business online before your account is re-licensed or it will be permanently lost. How to [download the data that you currently have stored in OneDrive for business.](#)

OneNote

For users who only want a copy of their notes, you can copy/paste the text into another text editing application:

1. Log into [Outlook on the web](#).
2. Go to the app launcher and select **OneNote**.
3. Open each OneNote and copy/paste the data into a text file.
4. Save the text file(s) into the desired location.

All other file types

1. Log into [Outlook on the web](#).
2. Go to the app launcher and select **OneDrive for business**.
3. For each file in each folder, right-click and select **download**. Repeat this for all your files.
4. The files will be placed in the default download location used by your browser. Open this location and move the files to the desired location.