

Graduation Checklist

March 2024 Graduation

Before you leave...



Checklist

- ☒ **Create a new email address**
Create a new email address (for example Gmail or Yahoo) for yourself.
- ☒ **Change personal accounts to new address**
If you use your @sun address for personal services or social media, change it to your new/personal email address.
- ☒ **Activate out of office**
Activate the Out of Office for your Outlook mailbox and indicate in the message what your new email address is.
- ☒ **Copy data to external drive/online cloud storage**
Remove any data stored on Microsoft One Drive or your home drive (H:) and copy it to your own external hard drive or other online cloud storage.
- ☒ **No access to university buildings**
Your student card will also expire when your enrollment expires, and you will have no access to university buildings or any other services linked to the card.
- ☒ **Backup Outlook OST file**
Remember to back up your Outlook OST file before your @sun email expires.

 For helpful guides to safeguard your information before you graduate, click [here](#).

Related articles

- [SafeCom printing for Ubuntu](#)
- [SafeCom Printer setup for MacOS Sonoma](#)
- [How to reset your password](#)
- [ICT Charges \(ICT Student services\)](#)
- [Graduation Checklist](#)

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