

Congratulations on finishing your MBA journey! Let's make sure your emails and notes don't disappear and that you have all of the files/resources from Canvas.

Email:

What will happen to my emails and how long do I have?

You have one quarter plus 10 days post graduating before you lose access to email and everything gets deleted.

How can I migrate my emails before they get deleted?

- [Migrating from UW Gmail to personal Gmail](#)
- [Migrating from UW Gmail to Outlook.com](#)
- [Migrating from UW Office 365 to Outlook.com](#)
- [Migrating from Outlook to Gmail \(this option is not covered by UW IT but I found another school's site that shows how to do it, it does work but use at your own risk\)](#)

What should I do about incoming emails that will continue to go to my @uw account?

Forward incoming emails to your personal account here: [Change UW Email forwarding](#).

Can I still send emails from the @uw account?

Yes! The directions for doing so are part of the migration directions above

OneNote:

Two options to save your notebooks:

1. Migrate your notebook to a personal Microsoft account (Mac and PC)
2. Directly download your notebook file (PC only)

Option 1: Migrating to a personal account (Mac and PC)

Please note: Free Microsoft accounts only have 5GB of space so this option will not work if your notebook is larger than the space available on your account. Directions for checking your Notebook size are further below.

- Login to your personal account as well as your UW account in OneNote
- Make sure both your UW notebook and your personal Microsoft account notebooks are open
- Right click a section that you want to migrate from your UW notebook and click Move/Copy and select the your personal Notebook as the destination
- Do this for all sections in your UW notebook and you're done!
- More complete directions can be found [here](#) (or [here](#) for OneNote for Windows 10)

Option 2: Direct download (PC only)

Please Note: there are several versions of OneNote and this option does not work with 'OneNote for Windows 10'. If your OneNote says 'OneNote for Windows 10' at the top then you have to uninstall it and re-install office365 to get the more complete version of OneNote to be able to export and import.

- Go to File > Export > Notebook > OneNote Package and select a location to save your notebook
- You now have a local copy of your OneNote file and can import it using [OneNote Notebook Importer](#) OR by opening it on a computer with OneNote (not 'OneNote for Windows 10').
- More detailed directions here: [Export and import OneNote notebooks](#)

Checking Notebook Size

- Login to Onedrive.com
- Click 'Return to classic OneDrive' on the bottom left
- Click 'Settings' gear icon on the top right then 'Site settings'
- Click 'Storage Metrics' under Site Collection Administration
- Your Notebook should be on the list of files but if it is not, it may be saved under 'Documents'

Canvas

- Click 'Account' then 'Files'
- Select a course on the left then you can download each folder you want individually by clicking on the three dots that pop up when you hover over a folder
- To download multiple folders at once, hover and click anywhere to the right of the folder name then hold Shift to select other folders then click the download icon that appears next to the search bar above

Don't forget to download any files you may have saved to your Google drive or OneDrive accounts!

Much of the information in this section is summarized or copied from the [UW Email Modernization Program: Timeline & Resources](#) and other UW IT pages. Please check the [UW IT website](#) for more up to date and complete information and reach out to help@uw.edu for issues or questions.

As always, feel free to reach out to Monica Barrera (monicahb@uw.edu) for any questions or comments