



WILLAMETTE INTEGRATED TECHNOLOGY SERVICES

TO: All Graduating Students

FROM: John Balling
WITS

DATE: May 6, 2005

RE: Your Computer Accounts

Congratulations! You made it! Along with all the other details you are dealing with right now, here's a little information about what will happen to your computer accounts at Willamette after you graduate and some things you'll need to do with your software and files.

E-mail Account

You are welcome to use your Willamette e-mail address and store e-mail on Willamette's server for up to a year after graduation - specifically, until May 31, 2006. You will receive e-mail warnings as the expiration date for your account approaches. If you keep your account until next May 31st and set a forwarding address to another e-mail account, that forwarding address will function until November 30, 2006.

If you do not plan to use your Willamette e-mail account in the coming year, you need to do two things: First, please visit:

<https://secure.willamette.edu/services/account/removal/>

and follow the directions for setting an expiration date for your account.

Second, go to:

<http://www.willamette.edu/internal.htm>

and select "Email Forwarding Address" in order to set your e-mail forwarding address so that e-mail sent to you at your Willamette address will not be lost. This forwarding address will work for 6 months after the date your account is removed.

You should also soon receive information from the Alumni Relations Office about the Online Alumni Community. Among the services it offers is a permanent e-mail address

(username@willamettealumni.com) from which your e-mail can be forwarded to wherever you are retrieving mail at the time.

Network Storage (or H: drive) and Personal Web Space

You should make a copy of any files you have in your network folder before you leave campus. You can continue to store files in your folder on Willamette's server for up to a year after graduation. Those files include any personal web site you may have created, so your web site, too, will be available for the next year. We will notify you by e-mail before your files are removed from the server. Did we mention that you should make a backup now of the contents of your network folder? If you continue to use your network folder, update that backup as the folder's contents change.

Symantec Anti-Virus Software

If you downloaded a copy of Symantec Anti-Virus from the University's server, then you are obliged to remove that software upon graduation so that the license can be used by an incoming student. You should buy your own copy of anti-virus software so your computer continues to be protected from electronic infestations. Be sure to uninstall the anti-virus program you obtained through the University before installing a new one; running two such programs simultaneously can greatly impede the operation of your computer. Before you uninstall your anti-virus software, you should make sure you already have your new software, then disconnect from the internet and make the change. You do not want to have your computer connected to the internet without anti-virus protection even for a few minutes! Instructions for removing Symantec Anti-Virus can be found at:

http://www.willamette.edu/wits/virus/uninstall_sav.htm .

Network and Dial-up Access

You can continue to use the BlitzNet wireless network or the University's modem pool to gain access to the Internet until your account expires.

Contact Information

Also, please update your contact information using the link within JASON to "Fusser Guide Update for Students."

If you have any questions about this message or other issues related to your use of University computing resources after you graduate, please contact the WITS Help Desk at 503-370-6767 or wits@willamette.edu.

Best wishes for your continued success,

The Staff at Willamette Integrated Technology Services