

Duke Office of Information Technology

NetID Services After Leaving Duke

An employee's NetID is expired and associated accounts are deleted after the last day of employment. Duke graduates can use their NetID for one year after graduation. After that year, your account will expire. When your NetID is expired, all associated accounts including email addresses, mailboxes, email forwarding, and AFS space will be deleted. Follow the steps below to ease the transition.

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Copy your AFS documents to a local computer

Before your Duke NetID expires, you can copy your documents from your personal AFS space to a local computer using Webfiles or an FTP client.

- ? For information on Webfiles, visit [Webfiles](#)
- ? For instructions on how to access your AFS space using an FTP client, visit [SFTP](#) for PCs and [SFTP](#) for Macs.

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Copy your NetID email to a local computer

Many email clients allow you to copy IMAP folders from the Duke mail server to your local computer. If you have an email client configured for your Duke NetID email, first try copying your IMAP folders to your local computer by dragging the folders from the IMAP account to your local account. If your email client will not allow you to do this, you can setup a POP account.

Most email clients (Outlook, Thunderbird, etc.) allow you to set up a POP account that downloads your email from the Duke NetID mail servers onto your local computer. To set up the POP account, [visit this page](#) and locate the setup instructions for your email client. You must change the instructions as shown below:

- ? Mozilla Thunderbird – on step 6 choose POP instead of IMAP
- ? Outlook 2002/XP – on step 4 choose POP3 instead of IMAP
- ? Outlook 2003 – on step 4 choose POP3 instead of IMAP
- ? Outlook 2007 – on step 9 choose POP3 instead of IMAP
- ? Outlook Express – on step 7 choose POP instead of IMAP

If your mail client setup is not listed, please contact the OIT Service Desk at (919) 684-2200.

Note: Lotus Notes users should contact their Notes Administrator.

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Apply for an alumni forwarding address

The Duke University Alumni Association offers a free lifetime forwarding email address to all Duke alumni. The address (yourname@alumni.duke.edu) can be given to family, friends and associates. This is not an actual account, so you will not check an alumni.duke.edu inbox. It only forwards email to an account you have set up elsewhere (Hotmail, Yahoo, AOL, etc.).

Please visit the following website to register for your alumni forwarding address:
<http://www.dukealumni.com>.

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Forward incoming email to another address

Prior to your Duke account being closed, you may want to forward all email addressed to your Duke account to another account you have set up elsewhere. Forwarding will last only as long as your Duke account remains active, but it will limit the amount of email coming to your Duke inbox that will need to be moved before the account closes. (Forwarding does not apply to email already in your Duke account inbox.)

To forward your Duke account email to another address, visit [Online@Duke](#) and look under E-Mail Services.

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Create an auto-reply (vacation) message

Prior to your Duke account being closed, you may want to create an auto-reply (vacation) message notifying people who send you email that you have a new address. This will last only as long as your Duke account remains active, but it helps make people aware of your new email address.

To create an auto-reply (vacation) message, visit [Online@Duke](#) and look under E-mail Services.

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I don't need to keep my account. Please close it

We will automatically close your Duke account one month after we notify you, by email, that your account is about to be closed. You don't have to do anything.

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