

**To:** Departing URI Employee  
**cc:** [manager]  
**Subject:** **Important Information Regarding URI Email and IT Resource Access**

Our records indicate that your employment with the University of Rhode Island is ending. URI provides network access and IT resources, including Gmail and Google Workspace services, to employees for conducting University business. This message provides information regarding important upcoming changes to your access to University IT resources, including email.

**Effective [Date], your access to all University-provided IT systems, including email accounts, network resources, and other digital services, will be disabled.** This is in accordance with the University's security practices, which aim to protect sensitive information and ensure proper data management.

Departing employees may request **two weeks** of additional access to their URI email and Google workspace account beyond their final date of employment. To do so, please email [helpdesk@uri.edu](mailto:helpdesk@uri.edu) as soon as possible after receiving this notice.

### **Important Steps to Take Before You Depart**

To ensure seamless communications with URI after you leave:

- Update your contact information in eCampus with your personal email.
- Move important departmental files to a shared location.
- Ensure multiple owners exist for Google groups, Teams sites and Teams channels.

Consider exporting documents and records that you wish to retain. Use the following guides as needed:

- [Downloading Data from OneDrive to Personal Devices](#)
- [Downloading Data from Google Drive and Email to Personal Devices](#)

### **Will Any Exceptions be Allowed?**

If a departing employee has a **unique business need** to retain their URI email or Google Workspace account, the employee's supervisor may request an extension by emailing [helpdesk@uri.edu](mailto:helpdesk@uri.edu), which will open a ticket for them with HR in ServiceNow. Requests should include a **detailed justification**.

### **Exemptions:**

- **Emeriti faculty** will retain access to their Gmail and Google Workspace accounts.
- Employees who are also active URI students will retain their access based on their student status.

### **Your Understanding is Appreciated**

Thank you for your understanding as we strive to provide the URI community with **secure and reliable services**, while adhering to sound information technology practices.