

CNRE Retired Employee Email Recommendation

Virginia Tech maintains two different email servers which most Faculty and Staff in CNRE have accounts on (YourPID@mail.vt.edu and YourPID@exchange.vt.edu). However the POP server (mail.vt.edu) is most likely set to forward all your email to the Exchange server (exchange.vt.edu) and your email address to the world is simply YourPID@vt.edu. The only email that goes directly into your Exchange account are messages sent from other VT Exchange account holders or email that is addressed to YourPID@exchange.vt.edu. All other email first goes through the POP server before being forwarded to your Exchange account. Once you retire you are no longer eligible for the Exchange server but you will have your POP account for life. There are special cases in which you can keep your Exchange account active through sponsorship but we will handle those on an as needed basis.

The Exchange server is “mostly” reserved for active Faculty and Staff and is considered an enterprise type solution that allows you to share items like email, calendars, and resources stored in the Public Folders. All your email is stored on the server (unless you archive) and even though there is a limit on the amount of email you can have on the server there isn’t a limit on the length of time your email can reside there. Access to your Exchange account is usually done either through a client like Microsoft Outlook or a web portal (<https://weboutlook.vt.edu>) while at home or traveling.

The POP server is where most of the students have their email accounts along with a few Faculty and Staff who have decided not to get an Exchange account for various reasons. This server does not allow for the sharing of resources and email will “expire” (be deleted) after a set amount of time. Most people that only have POP accounts will have to have at least one computer configured to actually download the email off the server and store it on a local computer. The POP server also has a web portal address of <https://webmail.vt.edu>.

Having said all this CNRE-IT has a recommendation on how you can manage your VT email after loosing your Exchange account upon retiring. Due to the limitation of the POP server it might be best to create an account through one of the free email providers out there like Google (gmail.com) or Microsoft (hotmail.com) and change the forward from your POP account to this third party email address. This way all your email will be centrally located, you’ll have a large storage capacity, it will be accessible via their web portal from any computer, you will continue to receive all email sent to your YourPID@vt.edu account, and it will be backed up. Follow the steps on the following page if this is the route you would like to take.

1. Create your third party email account if you don't already have one.
2. Use the directions at <http://answers.vt.edu/kb/entry/1870> to change your forward from the Exchange server to your third party email address.
3. Login to the Exchange server via the web portal or your Outlook client and manually forward any email that you want to keep to your third party address. Alternatively you can archive your old email using the directions at <http://answers.vt.edu/kb/entry/1777/> but you will have to use Outlook to be able to view them in the future.
4. Just start checking your third party email account but you will have to continue to check your Exchange account for any email that still goes there from other VT Exchange accounts until it officially stops working.