



IT Offboarding & Data Backup Guide

For Students, Faculty, and Staff

Offboarding through August 31, 2026

Important Deadlines

For Employees separating on May 15: All Microsoft accounts and data (Outlook Email and OneDrive) will be permanently deactivated on **July 31, 2026**.

- After July 31, 2026, access to your data will be lost **unless you remain actively employed beyond this date**. If your release date is **after July 31, 2026**, files will still be available through October.

**** The following steps will enable you to back up your Outlook email and OneDrive accounts to ensure you can keep your personal files and emails available after closure. Lourdes will also retain a back-up of all electronic documents (Outlook emails and OneDrive accounts) to satisfy record retention requirements of University Records (as defined in the Record Retention Policy sent separately) for the required retention period.**

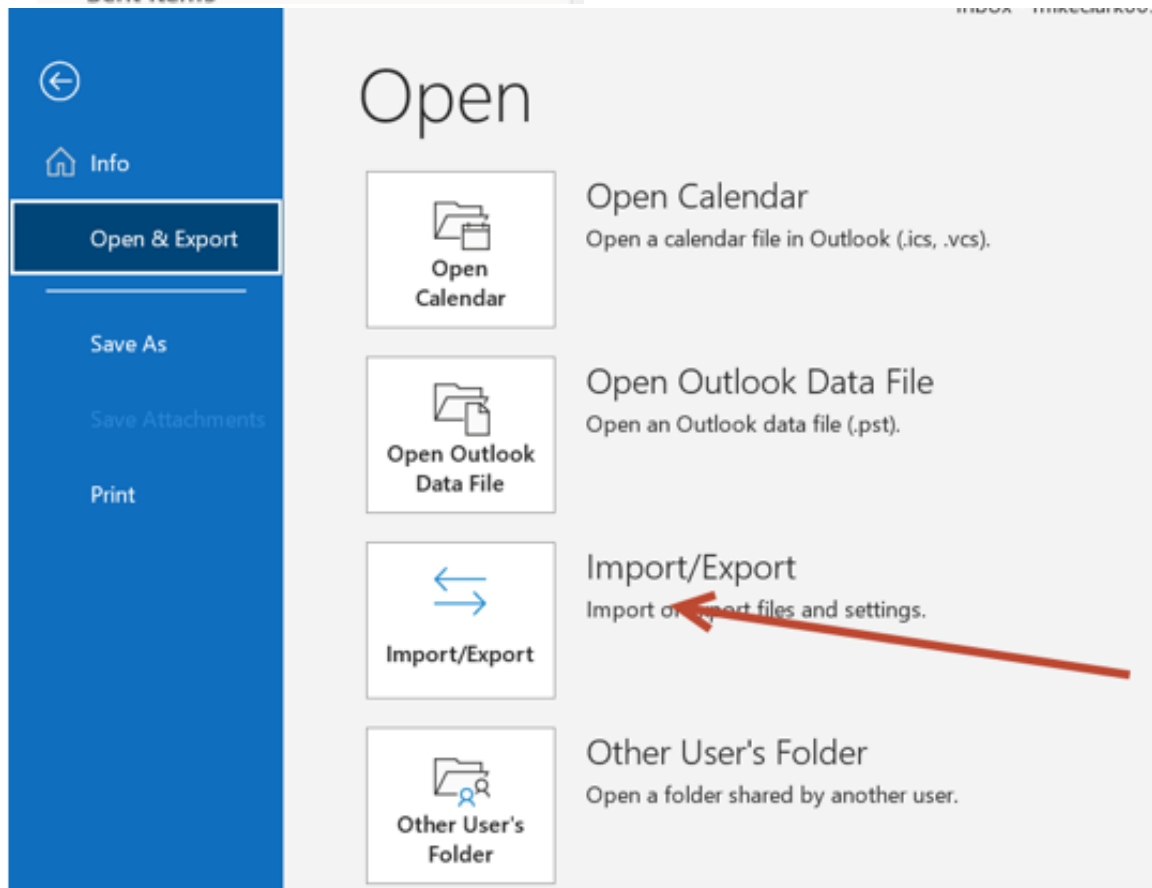
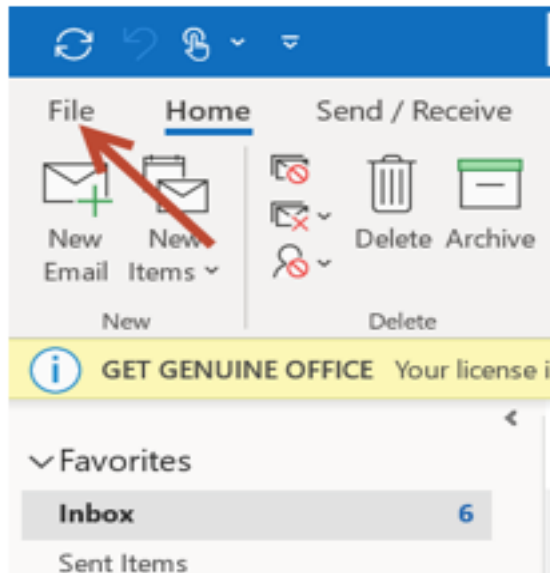
*****If you perform the following steps on your Lourdes computer **AFTER** ownership is transferred to you (factory reset/wipe is complete), then you can back up the files straight to the computer and not an external drive or flash drive.**

If the following steps are completed **BEFORE** ownership of the computer is transferred to you, then you must use an external hard drive or flash drive since the device will be factory reset or wiped when you offboard, and all personal folders on the device will be erased.*******

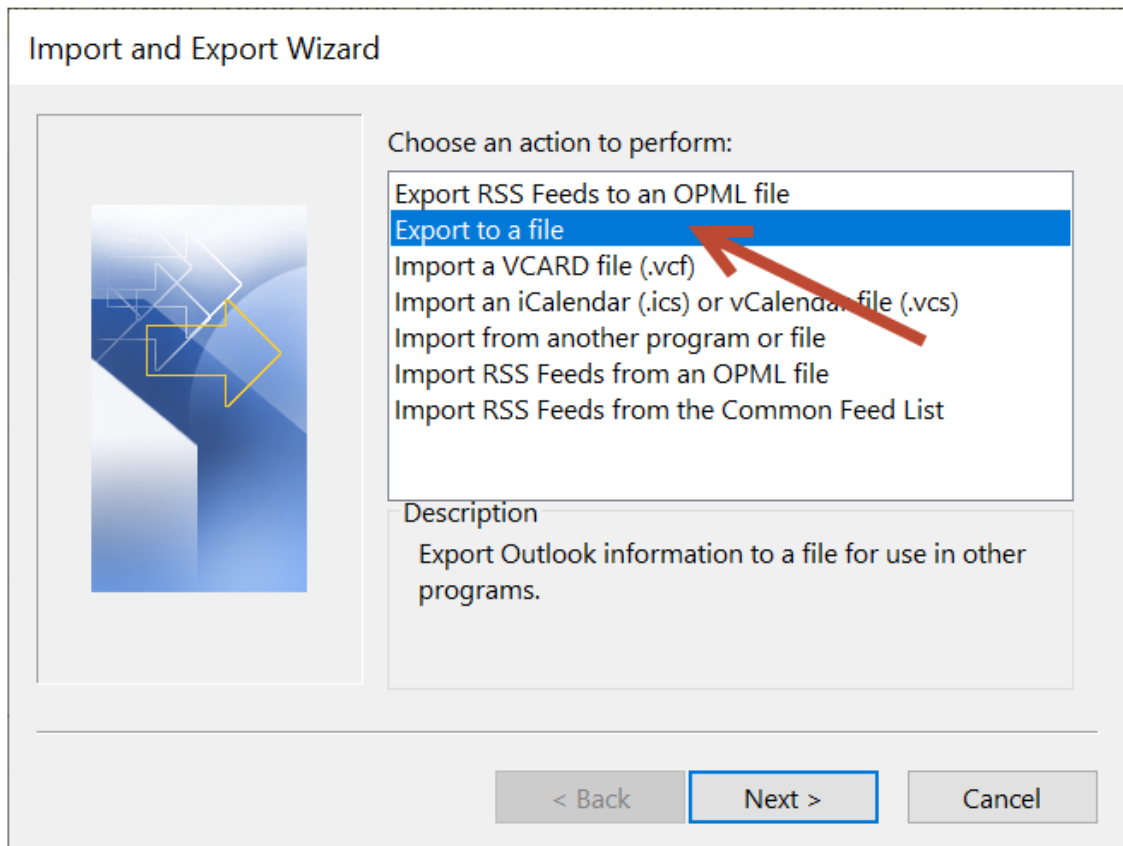
Part 1: Export Outlook Email (Windows)

Follow these steps:

- Open Outlook (desktop application)
- File > Open & Export > Import/Export



- Export to a file > Outlook Data File (.pst)



Export to a File



Create a file of type:

Comma Separated Values
Outlook Data File (.pst)

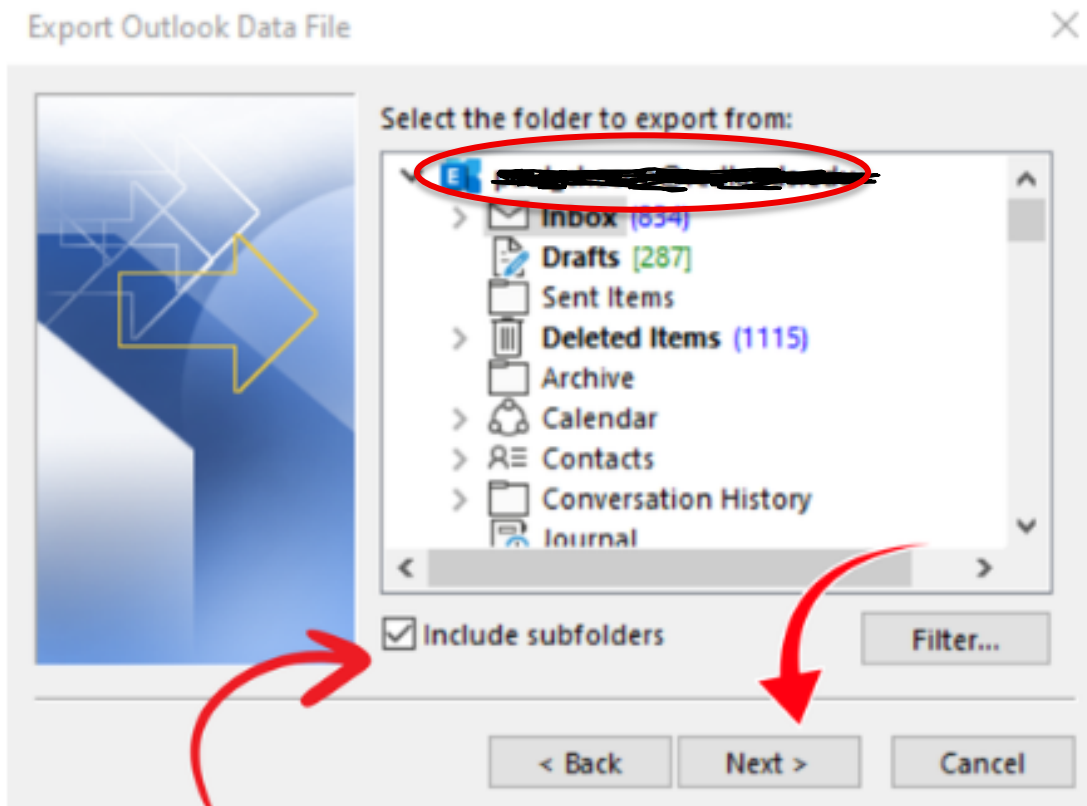


< Back

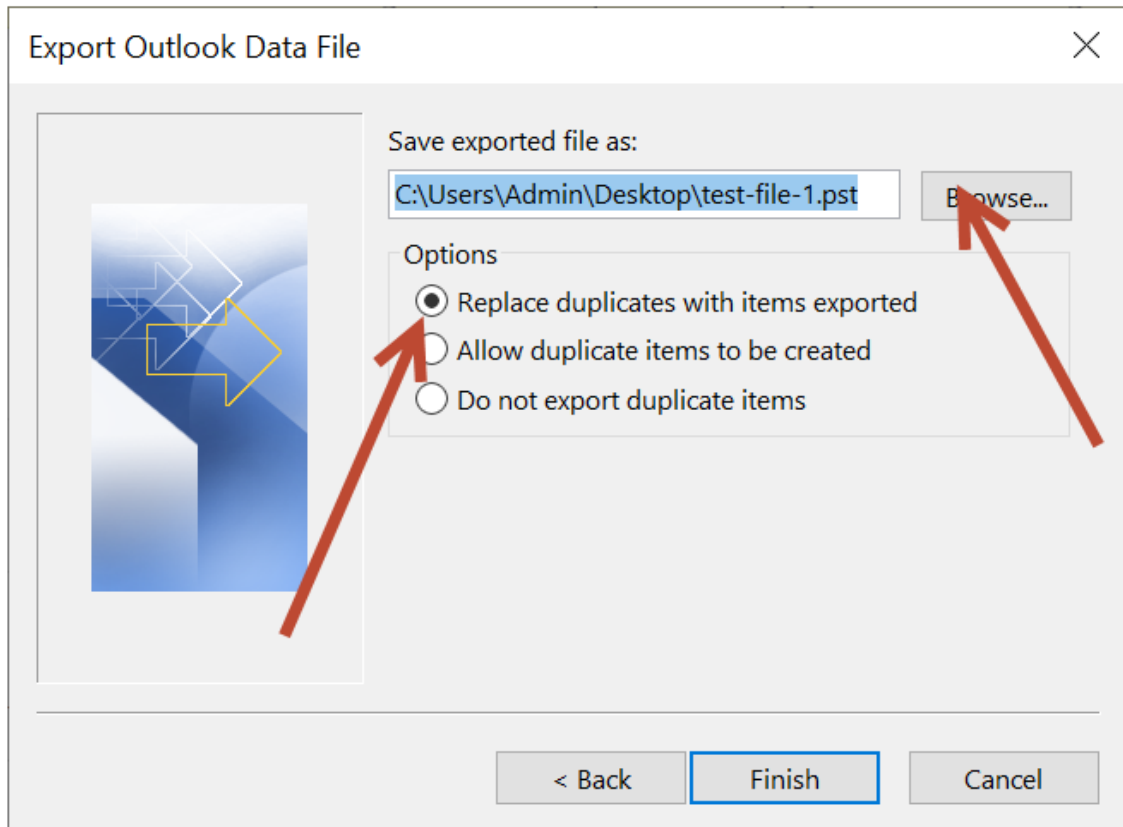
Next >

Cancel

- Select your account and include subfolders, click next



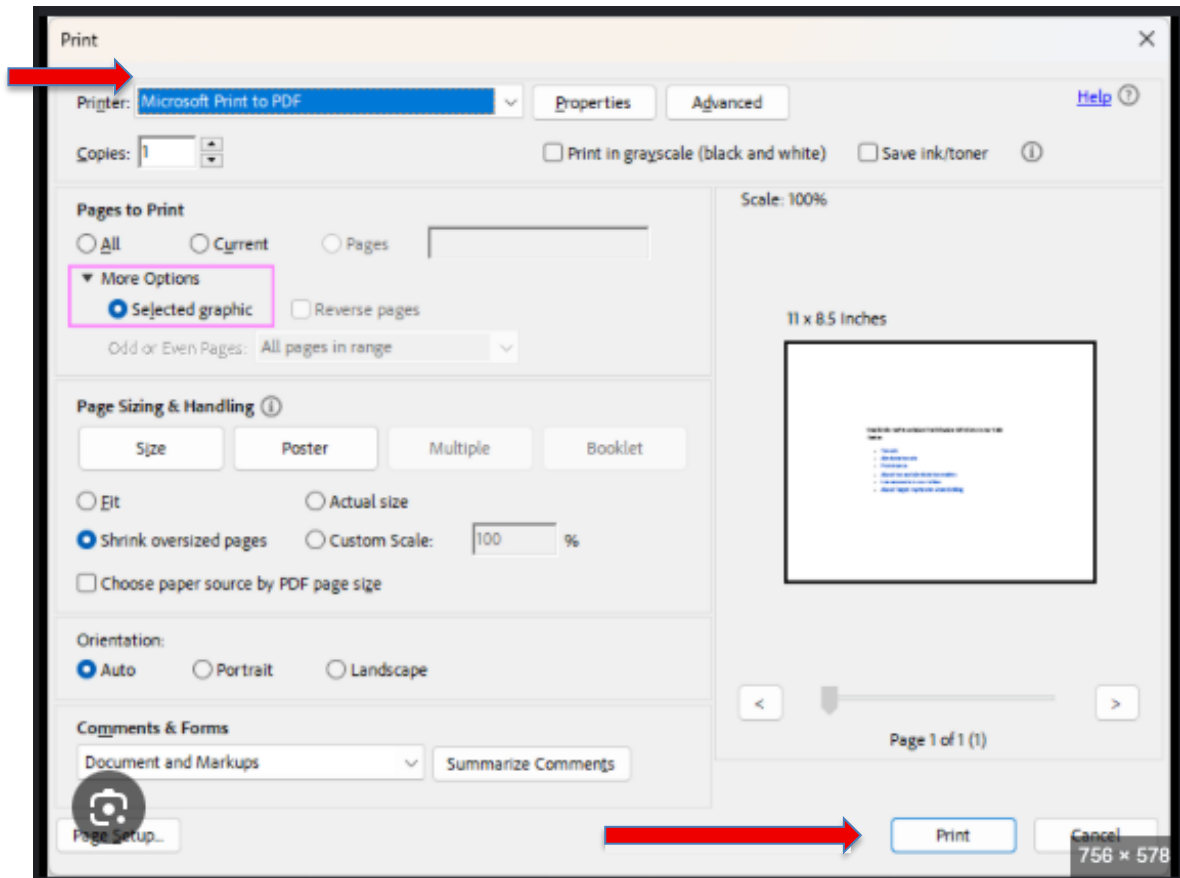
- *Choose “Save exported file as:” to the external drive or flash drive location unless your computer has already been factory reset/wiped (see in red at the top of this document), then it is ok to save to your C: drive.
- Finish export.



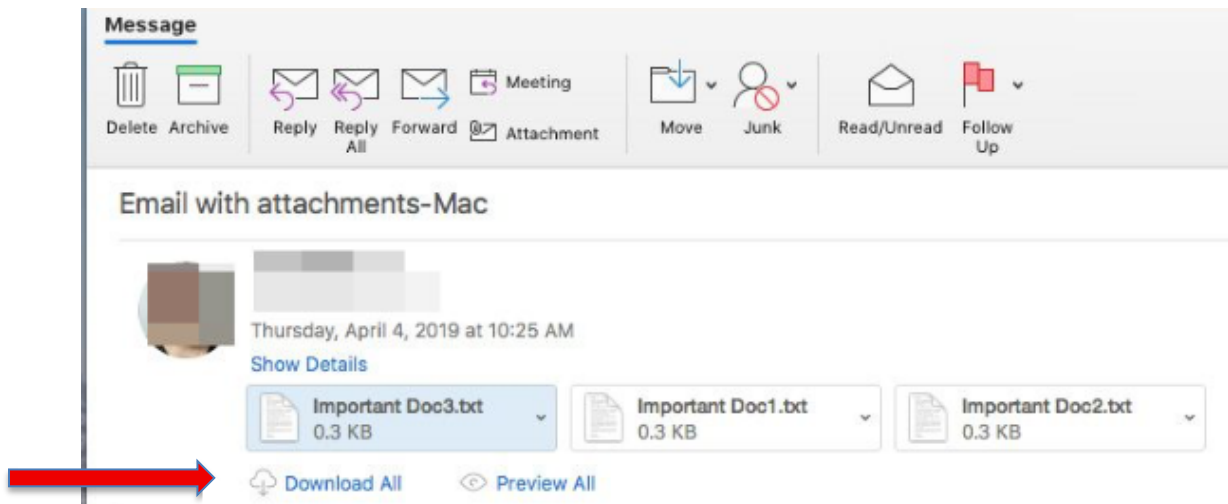
Part 2: Outlook (Mac – New Outlook)

New Outlook for Mac does NOT support exporting email into a .pst file, so please use Part 2B unless you don't have that many emails to export.

- Use Outlook Web → Print → Save as PDF



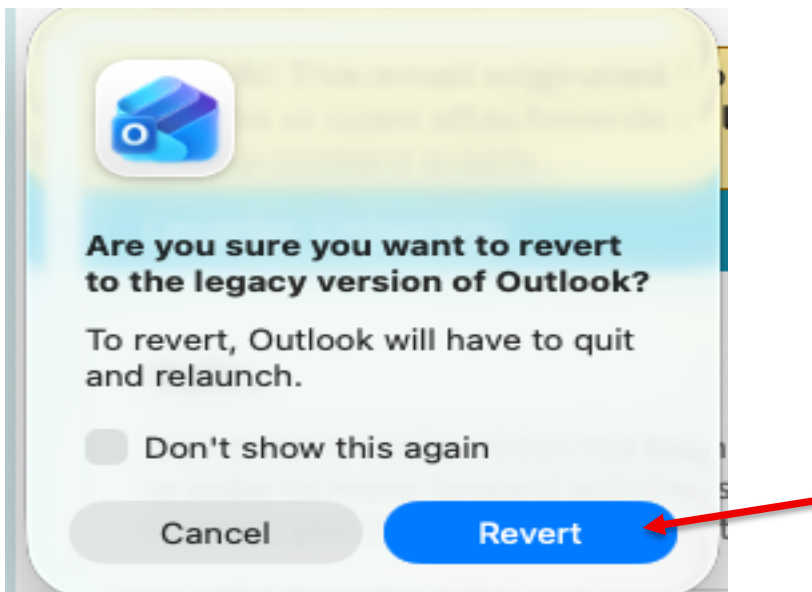
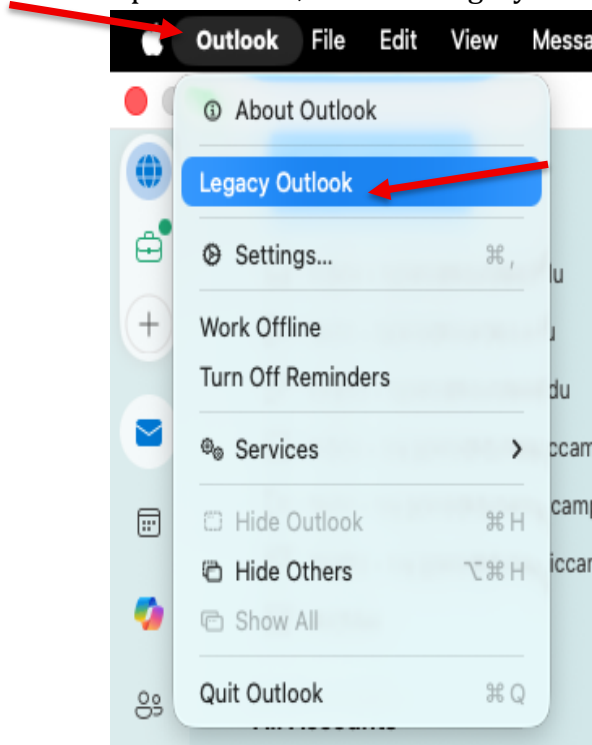
- Download attachments



Part 2B: Outlook (Mac – Legacy / Classic Outlook)

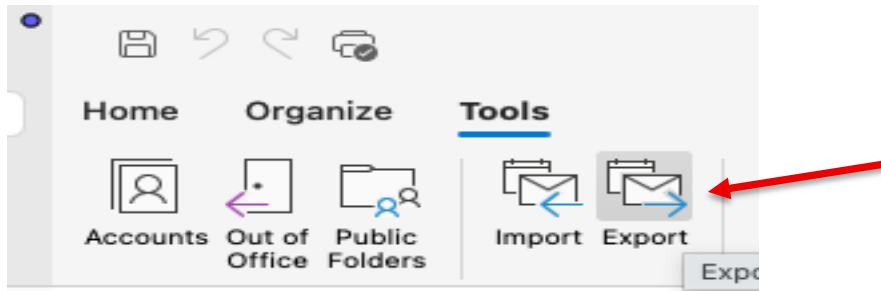
BEST OPTION: Legacy (Classic) Outlook for Mac:

- Open Outlook, switch to legacy version

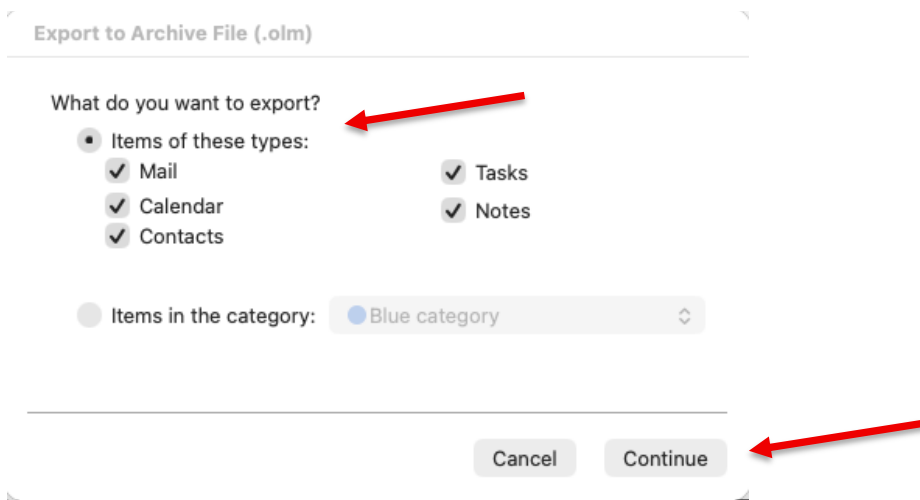


Top right of Outlook screen.

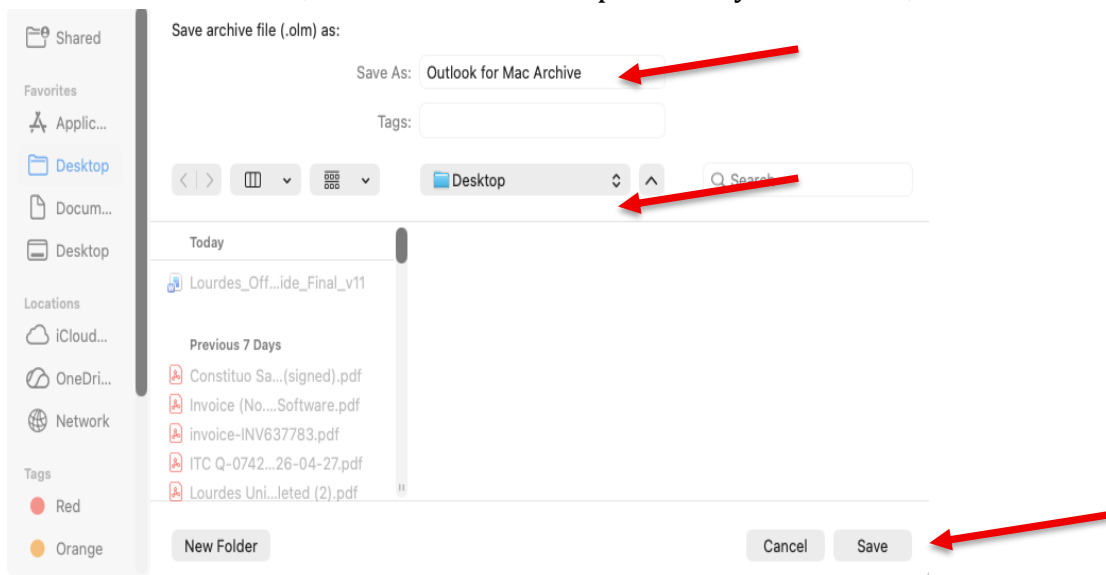
- Tools → Export



- Select Mail, Contacts, Calendar, Tasks and Notes
- Click continue



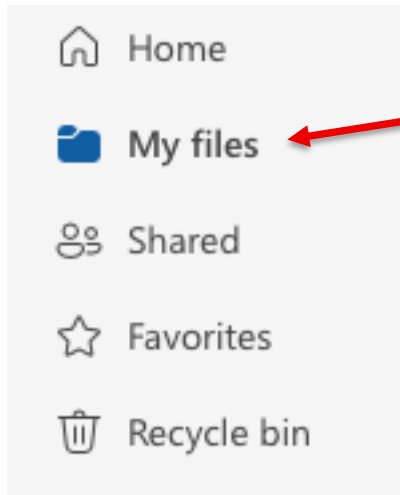
- Save as .olm file, pick file name
- Save to external drive, flash drive or desktop if already offboarded, click save*



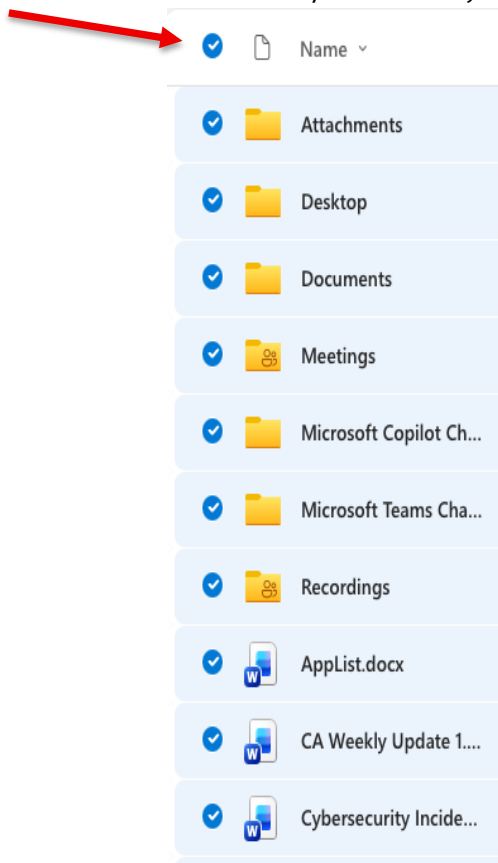
Part 3: Export OneDrive Files (All Users – Mac and Windows)

Follow these steps:

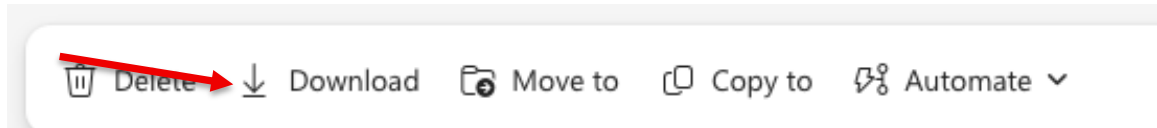
- Go to your OneDrive and sign in if not already:
<https://mymaillourdes-my.sharepoint.com>
- Go to My Files, which is on the far-left column



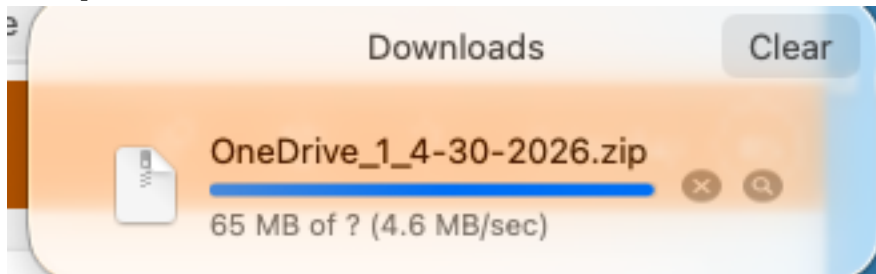
- Select files/folders or just click top line check mark



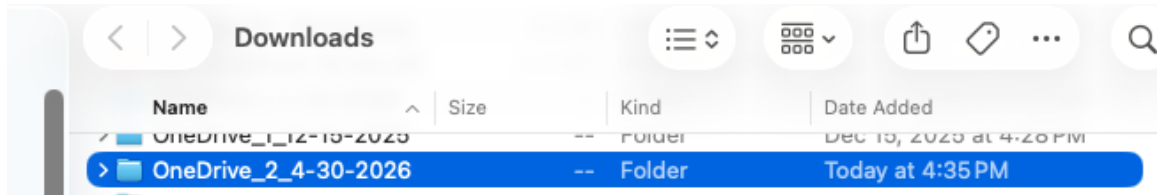
- Click Download to create ZIP file in download folder



- Depending on how big your OneDrive is this could run 30 minutes or up to multiple hours.

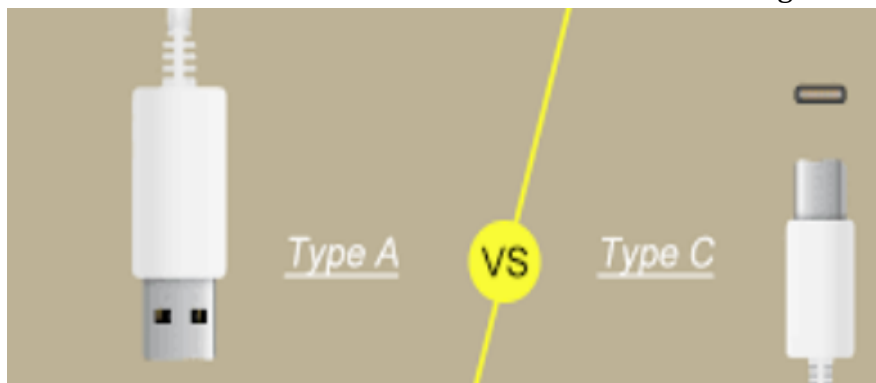


- Save ZIP file from download folder to external drive or flash drive OR to your computer if you have already had it factory reset/wiped. *



Save to External Storage

- Windows: use a USB-A flash drive or other external storage*
- MacBook: use a USB-C flash drive or other external storage*



Best Practices

Recommendations:

- Faculty should turn your grades in before completing this process.
- Complete backups after you offboard **BUT** before July 31, 2026, unless employed beyond July.
- **If release date is after July 31, 2026, files will still be available through October.**
- Remember, IT support from Dynamic Campus is unavailable after August 11, 2026.

Need Help?

Lourdes IT Help Desk

St. Clare Hall, Room 142

helpdesk@lourdes.edu

419-824-3807