

# Alumni One 0365 Checklist

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Beginning in 2022, Florida State University is ending the alumni email for life service.

If you have accessed your email within the last two years, you may have up to three years before you lose access.

Before your access ends, complete the checklist below.



## Switch to An Alternate Email Account

If you have used your FSU email as your primary email account, you may want to open another account. Many popular free email services are available, such as Outlook, Gmail and Yahoo Mail.



## Update FSU Contact Info

Update your contact information and primary email on record with FSU in [myFSU Portal](#) and [oneFSU](#). This will help you stay informed about FSU events and Alumni Association benefits.



## Share Your New Email Address

Notify friends, family and other contacts of your new email address. One way you can do this is by [setting up automatic replies](#) for your FSU email.



## Back Up OneDrive

[Back up your OneDrive files](#), as your access to all Microsoft 365 applications will be ending. Save any important papers or research you do not want to lose.



## Enroll in 2FA

Ensure you have installed the Duo Mobile app and [set up 2-factor authentication](#) (2FA) to enjoy continued access to your FSU email until May 2025.



## Update Other Contact Info

Update your email address and contact info for all accounts and websites where you have your FSU email listed, such as Amazon or LinkedIn.



## Transfer Your Emails

[Back up your email](#) and move any important emails from your FSU email to your new email account.



## Get Help

If you have any questions about your FSU email, please contact the ITS Service Desk at 850-644-4357 or [help.fsu.edu](#).

