

About Retiree Email

If you are a University of Tennessee, Knoxville, UTSI, UTIA, UTSA, or IPS retiree with at least ten years of service, you are eligible to request a retiree UT email account. Accounts vary based on your affiliation with the university. All retiree accounts must adhere to the University Acceptable Use Policy and use multi-factor authentication to access the account. Other NetID services, such as MyIRIS and online pay statements, will remain available 365 days after leaving UT.

At the time of separation, all emeritus faculty and retirees will lose access to many OIT services, including but not limited to:

- Microsoft Office Desktop Applications, including Word, Excel, and PowerPoint
- Adobe Creative Cloud
- LinkedIn Learning
- Research Software
- Apps@UT

For additional information about what happens to your access when you leave the university, visit tiny.utk.edu/LeavingUT.

Staff Retirees

Eligible staff email accounts will be converted to a Microsoft 365 retiree email account one year after you have left your position.* This account has a 50-GB quota and includes email, calendar, and contacts. *Additional NetID services are not included.*

Once OIT processes your request, you will be assigned a new email address, NetID@retiree.utk.edu, and they will send you additional information about how to transition to your retiree email account. Your @utk.edu and @tennessee.edu email addresses will continue to work throughout the transition period. However, once your account transitions to a Microsoft 365 retiree account, your only email account will be NetID@retiree.utk.edu, and any alternate email address will no longer work.

Learn more about staff retiree email at oit.utk.edu/retiree.

*For staff retirees who have been away from the university for more than a year, your account will be created as a retiree account.

Emeritus and Faculty Retirees

Emeritus and faculty retirees have the option to retain access to their university NetID and email accounts, including:

- Microsoft 365 Outlook email and web apps. Visit the OIT Knowledge Base for more information at tdx.utk.edu/kb/122713
- Google, including Office productivity apps, such as Docs, Sheets, Slides, and a 100 GB Google Drive
- UT Zoom account with a basic license
- Websites hosted on volweb.utk.edu and volweb2.utk.edu



RETIREMENT SERVICES

Request For Email Account

Name (please print first and last): _____

NetID _____

Date of Birth: _____ Personnel Number: _____

Date of Retirement: _____ UT Department: _____

Current Telephone: _____

Home Address (after retirement): (Street) _____

(City) _____ (ST) _____

Please initial the following:

_____ As a University of Tennessee Retiree*, I request to retain my University email account.

*Retirees of UTK, UTSA, UTSI, UTIA, or IPS with at least ten years of service are eligible to retain a UT email account.

_____ I have read and understand the attached document and the type of account I am requesting.

_____ I agree to use multi-factor authentication for my account. Learn more about your options at 2fa.utk.edu.

_____ I agree to adhere to the University Acceptable Use Policy, and I understand any violation of this policy may cause these privileges to be removed.

Email this form to retirement@tennessee.edu or fax this form to (865) 974-3559.

Rev: <new date>