

# MPSConnect Google apps Transitioning MPSConnect Accounts

## Managing MPSConnect Accounts for Transitioning Employees

As an employee's tenure draws to a close, steps need to be taken to transition their account to ensure that important emails, contacts and documents are not lost.

### Goals:

- Forward critical archived messages
- Alert users that the person is leaving and provide a new point of contact
- Recover contact lists
- Redirect emails sent to the old address to the new contact
- Manage critical Google Docs and Calendars
- Delete the account when ready

### One to three weeks before the employee leaves:

#### Forward and delete email messages:

The employee should go through the entire account and forward all important email messages to the person(s) needing the information. This task, depending on the size of the account, may take more than a while to complete and should be started earlier.

#### Export Contact list:

Export contacts in google.csv format. This file can be saved and imported into any other Google account.

***Mail>Contacts>More actions>Export***

#### Edit the account Signature:

Edit the message in the "Signature" of the account to indicate that the employee is leaving and provide contact information of the person taking over the employee's responsibilities.

***Settings>Mail Settings>General>Signature***

### One to three days before the employee leaves:

#### Forward and delete any remaining emails

#### Set the account's Vacation responder:

Set a vacation responder that says something to the effect that the employee is no longer with MPS and provide the new person's contact information.

***Settings>Mail Settings>General>Vacation responder***

#### Forward incoming emails (Optional):

Set a forward to the address of the person taking over the responsibilities (The account will suspend 14 days after the employee leaves.)

***Settings>Mail settings>Forward and POP/IMAP/Forwarding/Add a forwarding address***

### Google Documents Options:

- 1) Download critical documents (***right-click on the document in Google Drive and select Download***)
- 2) Assign new owners (***Share settings***)
- 3) Delete documents (***right-click on the document in Google Drive and select Delete***)

### Google Calendars:

Download all calendar events in ICAL format to be transferred (imported) to another calendar

***Calendar>Calendar Settings>Private Address>ICAL***

Click [HERE](#) for Calendar support

**The email account will be automatically suspended 14 days after the employee leaves the district.**