



Preparing Your School Accounts for Graduation

Congratulations on graduating or transferring from Dakota County Technical College or Inver Hills Community College! With this large change, your account access will change. Review the questions below so you know what to expect.

What accounts will I lose access to when I graduate/transfer?

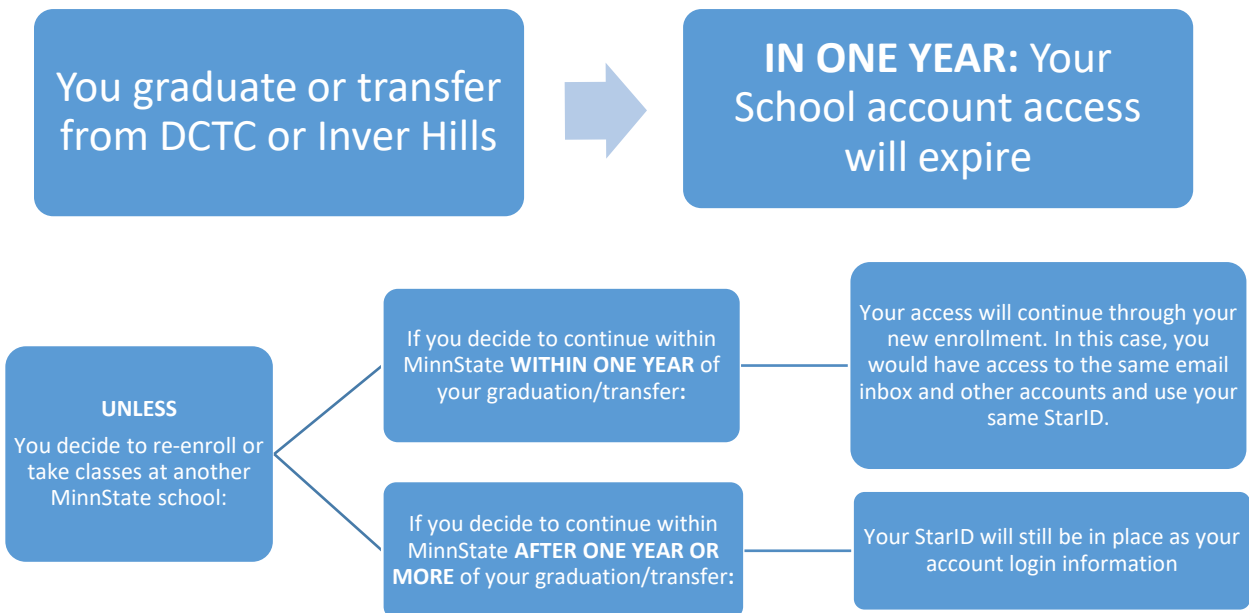
You will lose access to **Office365**, your school **Zoom** account, and videos saved to your **Kaltura MediaSpace** account.

What is included with my Office365 account?

Your O365 account includes your school-sponsored email account (StarID@go.minnstate.edu) and your access to **OneDrive**, **Word**, **PowerPoint**, **Excel**, and **Teams** through your school account.

What will happen to my college accounts?

If you are graduating or transferring to a college outside Minnesota State, you will lose access to your email, Office 365, school Zoom, and Kaltura MediaSpace accounts **one year** after your last day of classes at Dakota County Technical College or Inver Hills Community College.





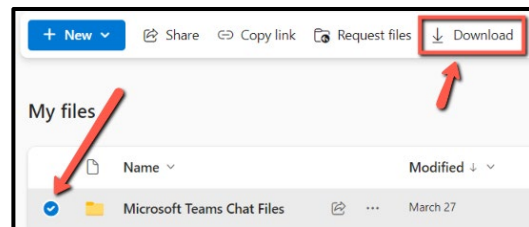
Preparing to Lose Access to Your College Accounts:

Before you lose access to your school accounts, make sure you are proactive in saving files or information so you can access it later.

Saving Materials from Microsoft OneDrive

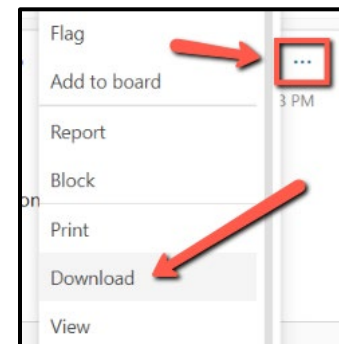
Download the content from your Microsoft OneDrive account and either save it to your computer or reupload it to a different cloud storage location.

1. Login to OneDrive (office.com) with your StarID@go.minnstate.edu and StarID password.
2. Select the files or folders you want to download.
3. Click *Download* at the top of the page.



Saving or Forward Emails from your School Account

Either forward any emails you'd like to save to a personal email account, or download the emails. To download emails, open your desired email, click on the three dots on the email, and then select *Download* to have the message downloaded to your computer.



Saving Information from Teams

Check your *Teams* chats and any teams that you might be a part of. The process of downloading from Teams is the same as downloading them from OneDrive. The best way to save chats from Teams is to copy/paste them into another documents.

Saving Videos from Kaltura MediaSpace

For any videos you are the owner of [Kaltura MediaSpace](#), you can download them and save them to your device. To do this, open the video you'd like to download, select *Download* from the menu at the bottom of the screen, and select the version of the video you'd like to download to your device.

Saving any Zoom Data

Login to your school zoom account, and make note of any date you might want to save. Be aware of poll data, meeting recordings, chats, contacts, and any other information you might want to save.