

CSU Email / Engage 365 Service Eligibility

	University Status	Activation Date	Deactivation Date ** <small>date all services cease</small>	Eligible for Office 365 Apps <small>ex: OneDrive, SharePoint, etc - does NOT include Office, for eligibility refer to columns titled Office Pro-Plus and Office Online</small>	Eligible for OfficePro-Plus <small>Office Pro-Plus is a downloadable client used for items stored on the device or for attachments in email</small>	Eligible for Office Online <small>Office Online is web based and is used for items stored in the cloud such as on OneDrive, it cannot be used for items stored on the device</small>
STUDENT & PROJECT 62	Currently Enrolled	within 2 business days after setting of status	One year from the end of the last active semester	Yes	Yes	Yes
	Admitted	within 2 business days after setting of status	Last day of term admitted	Yes	No	Yes
FACULTY & STAFF	Retiree	within 2 business days after setting of status	Deceased date set	Yes	No	Yes
	Emeritus	within 2 business days after setting of status	Deceased date set	Yes	No	Yes
	Employee - Faculty	within 2 business days after setting of status	155 days from last day of employment	Yes	Yes	Yes
	Employee - Regular	within 2 business days after setting of status	7 days from last day of employment	Yes	Yes	Yes
	Employee - Lecturer / Semester	within 2 business days after setting of status	274 days from last pay date	Yes	Yes	Yes
	Employee - Affiliate	within 2 business days after setting of status	Last day of employment	Yes	No	Yes
	CE Presenters	within 2 business days after setting of status	274 days from last pay date	Yes	No	Yes
	Grad Faculty	within 2 business days after setting of status	155 days from last day of employment	Yes	No	Yes
	Adjunct, non-paid position	within 2 business days after setting of status	155 days from last day of employment	Yes	No	Yes
Alumni	Any individual who has attended CSU <small>(CE classes exempted)</small>	within 2 business days after user enrollment through CampusNet account	One year of inactivity and no forwarding defined	No	No	No
Departmental	Assigned to a Faculty / Staff member upon request	within 1 business day of request	One year of inactivity	Yes	No	Yes

**** Notices are sent to the CSU email address approximately 14 days before an account is to be deactivated. If the account is eligible to be activated as an alumni account, this will be noted. Once an account is deactivated we are unable to recover any email and/or documents. It is the account owner's responsibility to remove any and all information from the account before it is deactivated. If the account is converted to an alumni account during this 14 day period of time, all email within the account will remain within the mailbox. OneDrive and SharePoint documents will not be saved in the alumni account.**