

# IHS-IT's checklist for users leaving the IHS

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This list should assist you in considering all IT related things for a smooth leave.

**Returning IT equipment and software:** Please return borrowed hardware (cables, USB sticks, portable hard disks, notebooks, manuals). If you have stored private data on the borrowed hardware, copy it to your network drive H:\ before returning the equipment, otherwise the data will be lost.

**Local data:** Temporarily needed disk space: If you cannot copy your data to your network drive because this would exceed your storage limits, send an email to [hotline@ihs.ac.at](mailto:hotline@ihs.ac.at) explaining the situation.

**Mailing lists:** If you have subscribed to any mailing lists using your IHS email account, unsubscribe from those lists before leaving IHS and subscribe them again with your new email address (most mailing lists won't let you unsubscribe or change your subscription using a different email address than the one you used during first subscription.)

**Take away emails and calendar:** On request to [hotline@ihs.ac.at](mailto:hotline@ihs.ac.at) you can take away your messages, contacts, appointments, tasks, notes, and journal entries from Outlook as PST file.

**Firefox bookmarks:** Click on the Library menu, select the *Bookmarks* section, then click *Show All Bookmarks*. In the bookmarks window select *Import and Backup* and then *Export Bookmarks to HTML* to save your bookmarks.

**Take all your data with you:** You may want to burn all or part of your data (network drive H: and local disks - PC's drive D:) to a CD/DVD or to copy it to your private USB-Memory stick or USB-hard disk.

**Your account:** Your account including all emails and data will be deleted within weeks after your checkout. You will need a reason and a written permission from your head of research group for keeping your account (full account, guest account, email-only) after leaving. Please contact [hotline@ihs.ac.at](mailto:hotline@ihs.ac.at) for more information.

**New emails after leave:** choose one of the following possibilities:

- Create a forward: emails sent to your IHS address will be forwarded to your new address as long as your account at IHS is active.
- Request a redirect: this means everybody sending you an email to your IHS address will get a message back saying that you have moved and providing your new address (of course you must tell us this address in time). Emails will not be forwarded to your new address.
- If you don't care about informing others, you may just check your emails using Webmail as long as your IHS account is active.