University of Debrecen

Microsoft 365 Service Termination

Data Backup and Migration Guide for Graduating Students

Important Notice

The University of Debrecen provides a 6-month grace period for the use of Microsoft 365 services (e-mail, OneDrive, Teams) after the completion of your studies. After the grace period, the account and all stored data will be permanently deleted. Please back up your data in time or transfer it to another service! After your student status, it is absolutely necessary to transfer the contents of your official correspondence mailbox under your legal relationship to your own private correspondence account for preservation and retrieval purposes!

1. Timeline and Deadlines

University Microsoft 365 services will be terminated according to the following schedule:

Event	Timeframe
Studies completed, degree certificate received	Month 0
Grace period begins – services still accessible	Months 0–6
Warning email from the university (recommended)	Around month 5
Microsoft 365 account and all data permanently deleted	After month 6

> ⚠ **After the grace period expires, data CANNOT be recovered. Do not leave your data backup to the last minute!**

2. What Data Should You Save?

Check which of the following data you wish to keep:

Service	What does it contain?	Priority
Outlook (email)	Inbox, sent messages, contacts, calendar entries	High
OneDrive	Uploaded files, documents, images, shared folders	High
Teams	Channel messages, files, recordings (limited export options)	Medium
OneNote	Notebooks and notes (stored via OneDrive)	Medium
SharePoint	Shared document libraries (if you had access)	Low

3. Saving and Migrating Your Email (Mandatory!)

3.1. Exporting from Web Outlook (outlook.office.com)

Most students use the web Outlook interface. Emails cannot be directly downloaded as a .pst file from here, but the following methods are available from any browser:

A) Downloading individual emails (.eml format):

- Open outlook.office.com with your university account
- Select one or more emails (using the checkbox)
- Click the three dots (...) → Download – the email is saved as an .eml file
- The .eml files can be opened in Outlook, Thunderbird, or imported into Gmail

> ℹ *Unfortunately, web Outlook does not support bulk download of all emails at once. For large volumes of email, the Gmail IMAP import method (see section 3.3 A) or the desktop Outlook app is recommended.*

B) Exporting contacts from web Outlook (.csv file):

- Open outlook.office.com and click the People icon (Contacts)
- Click Manage → Export contacts
- Select the contact group you want to export, then click Export
- The .csv file can be imported into Gmail, Outlook, or other contact management applications

3.2. Exporting from the Outlook Desktop App (.pst file)

If you have access to the Outlook for Windows desktop application, this is the most complete export method: all emails, folders, contacts, and calendar entries can be saved into a single file.

Steps:

- Open the Outlook desktop app and sign in with your university account
- File → Open & Export → Import/Export
- Choose: Export to a File → Outlook Data File (.pst)
- Select all folders you want to export (Inbox, Sent Items, etc.)
- Choose a save location and click Finish

> ✅ The .pst file can be imported into a personal or business Microsoft 365 account, or into Outlook.com.

3.3. Migrating to Google Workspace / Gmail

If you want to migrate your emails to a Gmail account, you have two options:

A) Gmail IMAP import (recommended, no desktop app needed):

- Open Gmail Settings → Accounts and Import
- Import mail and contacts → enter your university email address and password
- Gmail will automatically download all emails via IMAP in the background
- Important: do this DURING the grace period while the university account is still active

B) Converting and importing a .pst file (desktop app required):

- Export emails to .pst format (see section 3.2)
- Use the Google Workspace Migration for Microsoft Outlook (GWMMO) tool
- Download: workspace.google.com/products/gmail/migrate-from-microsoft

> ℹ *The free Gmail version provides 15 GB of storage, which is sufficient for most email archives.*

3.4. Migrating to Your Own Microsoft 365 Subscription

- Purchase a Microsoft 365 Personal or Family subscription (microsoft.com/microsoft-365)
- Export emails to a .pst file (see section 3.2) and import them into your new account
- Or use Outlook.com's IMAP import feature: Settings → Email → Sync → Import from another email account

> ℹ *A Microsoft 365 Personal subscription costs approximately €7–10/month and includes 1 TB of OneDrive storage.*

4. Saving and Migrating Your OneDrive Files (Optional)

4.1. Downloading Your Files

Via browser:

- Open onedrive.com with your university account
- Select all files and folders (Ctrl+A)
- Right-click → Download (the system will compress them into a .zip file)

Via the OneDrive desktop app (recommended for large amounts):

- Install the OneDrive app and sync all your folders
- Copy the synced folder to your local machine or an external drive

> ⚠️ **Shared folders (Shared with me) CANNOT be downloaded automatically – these must be saved individually!**

4.2. Migrating to Google Drive

- Download your files from OneDrive (see section 4.1)
- Open drive.google.com
- Drag the downloaded folders into Google Drive, or use New → Folder upload

> ✅ Google Drive free version: 15 GB storage. More space is available with a Google One subscription (approx. €3/month for 100 GB).

4.3. Migrating to Your Own Microsoft 365 / OneDrive

- Purchase a Microsoft 365 Personal subscription
- Download your files from the university OneDrive
- Upload them to your personal OneDrive

> ℹ *Office document formats (.docx, .xlsx, .pptx) and compatibility are fully preserved in a personal Microsoft 365 account.*

5. Saving Your Teams Data (Optional)

Microsoft Teams offers limited data export options for individual users:

Data type	Exportable?	Method
Channel messages	Partially	Teams → Channel → Files download; messages can only be copied manually
Chats	Yes	Teams → Export my data (settings.teams.microsoft.com)
Files in Teams	Yes	Files tab → Download, or via OneDrive
Meeting recordings	Yes	Stored in OneDrive or SharePoint – download from there
Contacts, calendar	Yes	Exportable via Outlook

> ℹ *Exporting all Teams messages at an organisational level requires admin rights. To export your personal messages, visit settings.teams.microsoft.com and select "Download my data".*

6. Comparison of Alternative Services

Service	Email	Storage	Office tools	Ár
Microsoft 365 Personal	Outlook.com (50 GB)	1 TB OneDrive	Word, Excel, PowerPoint, Teams	~€7/month
Microsoft 365 Family	Outlook.com (50 GB/person)	1 TB/person OneDrive	Same, for 6 people	~€11/month
Google Workspace (ingyenes)	Gmail (15 GB)	15 GB Drive	Docs, Sheets, Slides, Meet	Free
Google One 100 GB	Gmail (15 GB)	100 GB Drive	Docs, Sheets, Slides, Meet	~€3/month
Proton Mail (ingyenes)	1 GB e-mail	1 GB Drive	None	Free
iCloud+ (Apple, 50 GB)	iCloud Mail	50 GB	Pages, Numbers, Keynote	~€1/month

7. Recommended Steps – Step by Step (Important)

We recommend completing your data backup in the following order during the grace period:

Step 1 – Create a new personal email account (if you don't have one)

- Create a Gmail, Outlook.com, or other personal email account
- Update your contact details at the university so future correspondence reaches your new address

Step 2 – Download your OneDrive files

- Download all your files from onedrive.com
- Also check your shared folders

Step 3 – Export your emails

- From web Outlook: download individual emails as .eml files (outlook.office.com → three dots → Download)
- For bulk transfer (recommended): Gmail IMAP import – enter your university account in Gmail Settings
- With desktop Outlook: export all emails to a .pst file (File → Export)

Step 4 – Export calendar and contacts

- Outlook: File → Export → save contacts in .csv format
- Calendar: File → Save calendar as → .ics format
- Can be imported into Gmail, Apple Calendar, or another Outlook account

Step 5 – Save Teams files and recordings

- Download files shared in Teams channels
- Find meeting recordings in your OneDrive

Step 6 – Update your registrations

- Update your email address from the university address to your new one on all services where you used it (banks, social media, job portals, etc.)

> ✅ We recommend completing your data backup by the end of month 5 at the latest – do not wait until the grace period expires!

8. Help and Contact

If you have any questions about data backup, please contact the University IT Helpdesk:

Tel: +36 (52) 512-900/66333
Mail: helpdesk@it.unideb.hu