

Email Access After Graduation

Maxine Wicks - 2025-04-01 - PennO365

Account access after graduation: What to know

Student access to Penn O365 (including email and OneDrive) ends 60 days after graduation. Here's what to know and how to prepare:

As outlined in Penn ISC's [PennO365 FAQs](#),

"Office 365, Office 365 Online, and OneDrive for personal computers and mobile devices are free as long as you are a student enrolled at Penn. Once you graduate or leave Penn, **your student account will expire 60 days from your graduation date or last day at Penn.**"

For May graduates, this expiration date typically falls in mid-August. For December* graduates, this date is typically in mid-February. This transition impacts the following and other services:

- PennO365 email account
- OneDrive
- Office 365 and Office 365 Online

To prepare for this transition, Nursing ITS recommends the following actions prior to graduation:

- Save any emails you'd like to keep **outside of Penn O365 (e.g., forward them to a personal email account or save email files to a personal drive).**
- Download and choose a different storage option for any files stored in OneDrive

Note: Penn O365 account access is license-based for current Penn students, faculty, and staff. ITS is not able to extend or exempt accounts from expiration past this 60-day period due to license limitations.

**December graduates who are planning to walk in the May ceremony are often concerned about missing important graduation information after their email expires. The Office of Academic Affairs asks for a non-Penn email in the Post Graduation Plans Survey - this is the email they use for communications regarding graduation.*

Questions? Contact the Nursing ITS Service Desk at
servicedesk@nursing.upenn.edu