

Email

How can I gain access to a former employee's Exchange mailbox or computer files?

When an employee separates from the university their email or documents may be needed by their department to continue performing their duties.

Please follow these steps to request access to a terminated employee's files.

1. The Department Head of the requesting department must submit a request to Human Resources.
2. If HR approves the request, they notify Enterprise Systems via a memo/email.
3. Enterprise Systems will then give the Tech Support Center authorization to provide access to the specified email and documents.

To contact Human Resources, please call **(321) 674-8100** or email **hr@fit.edu**.

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Author: Tech Support

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