

# At the End of Contract

When your employment at Metropolia ends follow these instructions.

## Responsibilities

You are responsible for backing up your files on your private backup device before your employment ends. You should contact Helpdesk if you need help. Helpdesk contact information can be found on the IT Services website's [front page](#).

## Return devices

- Make a service request to return your mobile phone and other devices. Explain in the services request whether you will be leaving the devices at the porter's desk or at a Helpdesk service point during open hours.
- An employee's superior can make a service request on behalf of the employee about device return.
- Even if a device is transferred to another employee within the same team, Helpdesk must be informed about the transfer.
- When leaving Metropolia, you are responsible for making backup copies of your files on your private external hard drive or a private cloud storage account.
- All devices will be reset at the latest when they are installed for another user or when Metropolia decommissions them. If you have saved confidential information on your device, let Helpdesk know about it and ask it to reset your device without delay.
- Note! **Remember to remove access codes and your Google account from your phone.** If a phone is returned locked and registered to a Google account, it cannot be used.

## User account

Your user account expires automatically after the end of your employment. The account can be used for two weeks after the official expiration date so that you can copy your important data.

[More information on user accounts](#)

## Backup your email

It is your responsibility to make backups of your email. There are different methods:

### Method A: Forwarding

- Forward your email to your private email address. You can select several messages at the same time by keeping pressed the SHIFT key.
- The advantage of forwarding is that you will not need a separate storage media for the emails.
- The disadvantage is that forwarding a large number of emails could be a lot of work. The contents of an email account cannot be forwarded all at once.

### Method B: Archiving

- Read the instructions on archiving email.
- The advantage of archiving is that you can archive a large amount or all of your email at once.
- You will have to read the instructions and take some time to get into it.
- Archived email can be opened only using Outlook.

## Backup your files

- It is your responsibility to make backup copies on your private storage device. Contact Helpdesk, if you need help. Helpdesk contact information can be found on the front page of [IT Services' website](#).
- We recommend that you save your files on at least two different storage device.
- Different possible storage devices: cloud services (using your private account, not a Metropolia account), an external hard drive
- USB keys are meant for temporary storage only when moving data from place to another. We do not recommend them as a backup storage medium.

[Työsuhteen päätyminen](#)