

Distribution of the Sophia e-mail address for retirees (@ eagle.sophia.ac.jp)

Sophia University ICT Office

ICT Office offers new e-mail address to those who retire from Sophia School Cooperation as full-time faculty member. We would appreciate if this would be useful to you after your retirement.

■ Those who will be distributed “@eagle.sophia.ac.jp” Mail Address

Please refer to the table backside.

■ E-mail address and Login ID / Password

E-mail Address	○○○@eagle.sophia.ac.jp ※○○○ is the same as your previous e-mail address. (If your e-mail address was abcde@sophia.ac.jp, new one is abcde@eagle.sophia.ac.jp)
Login ID	Web Mail (Office365) : Faculty ID+R (If your faculty ID is 01234567, Login ID is 01234567R) Mail software settings : Faculty ID + R + @eagle.sophia.ac.jp (If your faculty ID is 01234567, Login ID is 01234567R@eagle.sophia.ac.jp)
Password	The same as which you had been using during your tenure of office

※ Your “@sophia.ac.jp” e-mail address will become unavailable at the time of the retirement. (Except for those who continue to work under the other status.)

※ You need to reset your settings if you use smartphone or e-mail software.

※ You need to reset transfer settings.

■ How to login “@eagle.sophia.ac.jp” e-mail address

Please access to ICT Office Web site (<http://ccweb.cc.sophia.ac.jp/?lang=english>), and click [Office365 Students Login] icon.



*Login page is different from that for teachers.

■ Notes

- ① New e-mail address will be issued after 3 business days when your retirement is approved by HR Office.
- ② Mail data of “@sophia.ac.jp” will NOT be transferred to “@eagle.sophia.ac.jp”.
- ③ E-mails sent to “@sophia.ac.jp” after your retirement will NOT be forwarded to “@eagle.sophia.ac.jp”¹.
- ④ Other services (PC facilities, Wi-Fi, Microsoft OneDrive, Free Office Software .etc.) will become unavailable at the time of your retirement. Please keep in OneDrive, My Folder (O Drive), pweb and lctweb before they will be deleted.
- ⑤ The “@eagle.sophia.ac.jp” is different from your “@sophia.ac.jp” You need to set up your devices to read/write e-mail on “@eagle.sophia.ac.jp”. The forward settings to your private e-mail address will be also needed, if you would.

¹ “@sophia.ac.jp” is distributed as e-mail address for business use. From the perspective of the business risk management, we do not transfer or forward the mail data.

- ⑥ **Please set up Password Reminder.** If you forgot your password and you cannot come to University, you need to go through complex and time taking process for personal identification to reissue your new password.

Sophia Mail (@eagle.sophia.ac.jp) Distribution After March. 2016

教員 (Teacher)		研究員 (Researcher)	
専任教員	○	客員研究員	×
常勤嘱託教員	○	特別研究員	×
特別契約教授	○	特別研究員 P J P D	×
特任教授	○	研究補助員	×
特任准教授	○	研究補助員 P J R A	×
実務家教員	○	共同研究員	×
出向教員	○	共同研究所員	×
特任教員	○	客員所員	×
特別契約教員	○	準所員	×
非常勤嘱託教員	×	名誉所員	×
G C 人材講師	×	その他の所員	×
学位論文審査員	×	日本学術振興会研究員	×
交換教授	×	研究所所員	×
公開学習センター講師	×	研究所兼務所員	×
短大コミカレ講座講師	×	研究所兼任所員	×
その他の講座講師	×	研究所臨時所員	×
短期プログラム講師	×	研究所研究助手	×
特遇教授	×	研究所名誉所員	×
特別嘱託教員	×	特定課題研究助手	×
教育補助員	×	受託研究員	×
サマーセッション講師	×	学外等共同研究員	×
客員教員	×	理工学部共同研究員	×
海外招聘客員教員	×	その他の研究員	×
名誉教授	×		
	(@sophia.ac.jp is available)		

※ The distribution is for the teachers who left/will leave after March. 2016. For those who retired before then and staffs, please wait for the coming information.

※ Those who continue to work under other status can continue to use “@sophia.ac.jp” e-mail address.

In that case, both “@sophia.ac.jp” and “@eagle.sophia.ac.jp” are active. Please note that “@eagle.sophia.ac.jp” is for the private use, and please do not use it for the business.

Example) I retired from the position of full-time teacher, but continue to work as a part-time teacher.

@eagle.sophia.ac.jp is distributed at the time of your retirement and you can use it after then.

@sophia.ac.jp is available during your tenure of office, and become unavailable at the time of your retirement.

※ Even if the status at the time of retirement is × in the table above, once you have passed the status of ○, such as full-time faculty members, you have the right to use Sophia Mail for retirees. Although there is a possibility that it may have been issued at the time of a previous job separation, in that case please use the mail distributed at that time. Please contact the ICT office if you didn't have such a guide at the time you left off.

If there's anything you are unclear on, please contact ICT Office (Email: ict-support@sophia.ac.jp).

