

## Distribution of the Sophia e-mail address (@ 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 become emeritus professor cannot use “@eagle.sophia.ac.jp”. Instead, “@sophia.ac.jp” is available.
- ❖ For retirees who already have “@eagle.sophia.ac.jp”, such as alumni who graduated after Mar. 2016, ICT Office do not offer a new one.

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

Please refer to the table backside. (Except who doesn't have @sophia.ac.jp or already has @eagle.sophia.ac.jp)

### ■ E-mail address and Login ID / Password

(This is for users who was offered this address when they retired. When you already have @eagle.sophia.ac.jp, everything is same as before.)

E-mail Address	○○○@eagle.sophia.ac.jp <sup>❖</sup> ○○○ 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	<b>Faculty ID + R</b> (When your faculty ID is 01234567, Login ID is 01234567R)
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 set up your mail application on smartphone/PC when you use.
- ❖ You need to modify transfer settings when you use.

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

Please access to ICT Office Web site (<https://ccweb.cc.sophia.ac.jp/>), click “English” then click [Microsoft365 Students Login] icon.

\*Login page is different from that for teachers.



### ■ Notes

- ① Your new e-mail address will be issued by early next month of your retirement.
- ② Please do NOT use “@eagle.sophia.ac.jp” e-mail address for your business.
- ③ Mail data of “@sophia.ac.jp” will NOT be transferred to “@eagle.sophia.ac.jp”.\*
- ④ E-mails sent to “@sophia.ac.jp” after your retirement will NOT be forwarded to “@eagle.sophia.ac.jp”.\*
- ⑤ Other services (Microsoft365 Portal Site, Teachers' schedule/address book on Microsoft365, Teams, campus PCs, Wi-Fi, Microsoft OneDrive, Free Office Software .etc.) become unavailable at the time of your retirement. Please backup data saved in OneDrive, My Folder (O Drive), pweb and lctweb before they are deleted. Zoom license will be deleted.

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

\*“@sophia.ac.jp” is distributed as e-mail address for business use. From the perspective of the business risk management, we don't transfer or forward the mail data.

## Sophia Mail (@eagle.sophia.ac.jp) Distribution

Position		Distribution
Teacher	<b>Full-time teacher</b>	<b>Yes</b>
	<b>Regular part-time service teacher</b>	<b>Yes</b>
	<b>Specially appointed teacher</b>	<b>Yes</b>
	<b>Professional teacher</b>	<b>Yes</b>
	<b>Transferred teacher</b>	<b>Yes</b>
	<b>Special contract professor</b>	<b>Yes</b>
	Visiting teacher	No
	Visiting member teachers engaged from foreign countries	No
	Part-time teachers (Part-time lecturer, Part-time assistant)	No
	Grief care practitioner training Instructor	No
	Short-Term program part-time teacher	No
	Junior College Community College lecturer	No
	Emeritus professor	No (@sophia.ac.jp is available)
Researcher	Fellow (PD), Fellow (PJPD)	No
	Study assistant (PJRA), Study assistant (RA)	No
	Visiting researcher (客員研究員)	No
	Member of collaborative investigation (共同研究員)	No
	Visiting staff member (客員所員)	No
	The collaborative investigation staff member (共同研究所員)	No
	The associate staff member (準所員)	No
	The honorary staff member (名誉所員)	No
	Research Fellowship of JSPS (RPD)	No
Staff member	<b>Full-time staff member:専任職員</b>	<b>Yes</b>
	<b>Special contract staff member:特別契約職員</b>	<b>Yes</b>
	Shokutaku staff member:嘱託職員	No
	Temporary staff member:臨時職員	No
	Transferred staff member:出向職員	No

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

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

[@@eagle.sophia.ac.jp](mailto:@eagle.sophia.ac.jp) is distributed at the time of your retirement and will never become unavailable.\*

[@@sophia.ac.jp](mailto:@sophia.ac.jp) is available during your tenure of office, and become unavailable at the time of your retirement.

\*Except when Microsoft Company finishes the service.