

## Provision of email accounts for University of Manitoba retirees

April 24, 2026

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At the University of Manitoba there are three ways in which retirees from the University can have a University of Manitoba email account. See the Figure below for a synopsis.

### Professors Emeriti

- All Emeriti continue to have access to their UM employee email account

### Senior Scholars

- All Senior Scholars continue to have access to their UM employee email account while they have a Senior Scholar appointment

### All retirees

- All retirees from the university whether professors, instructors, or staff of any kind can have a retiree account at no cost
- @umr.umanitoba (Microsoft Exchange)

#### Senior Scholar appointments

- For academic (Associate, Professor, Instructors) retirees who wish to continue or engage in active research and scholarship at the University
- Recommended by the department head and dean/director, approved by the President
- Appointed for terms of three (3) years
- Retain their employee email account
- May have access to office or laboratory space, secretarial assistance, computer services and other academic support services as may be deemed appropriate by the head of the academic unit concerned
- Eligible to apply for grants and contracts under the aegis of the University
- May be eligible for supervising graduate students

#### Emeriti appointments

- For Professors who are deemed to have rendered distinguished service (i.e., not all Professors)
- Honorary appointments for life
- Retain their employee email account
- Have all the same benefits as Senior Scholars with no term limits
- Automatically are able to supervise graduate students

## **Retiree email account**

- For all types of retirees including non-academics (but not for those who are Professors Emeriti or Senior Scholars because they retain their employee email account)
- Optional service which must be requested
- May only be used for personal purposes or to continue scholarly work, not for commercial or business purposes whether for profit or not ([Terms of Use](#))
- New email address which is close to previous address (@umr)
- May forward personal or scholarly emails manually, not university business
- Collecting and retaining personnel information (including about students and employees of the university) or confidential business information about the university within a retiree email account is prohibited
- Individuals can create a ticket with the IT support unit to assist with setting it up and setting up an out-of-office retiring message (for 6 months) from the existing account

## **Other Points about Access to email and other resources**

- Retiree email may be accessed through a browser using Microsoft 365 Outlook online but the full Microsoft 365 suite of applications is not available to retirees
- Retirees have access to some library resources, but these are available primarily in-person, there is no access to electronic journal articles
- Senior Scholars and Professors Emeriti have full access to library resources
- Senior Scholars and Professors Emeriti may have access to full Microsoft licenses, and other university networks, software, etc.

## **Links for more information**

[Emeriti and Senior Scholars | Retirees | University of Manitoba](#)

<https://umanitoba.ca/information-services-technology/my-accounts-email/retiree-email-request>