

As a Johns Hopkins University Staff Retiree, you have the option to transition to a retiree email account when your JHED (Johns Hopkins Enterprise Directory) account is deactivated. If you do not have another active affiliation with Johns Hopkins, you will have 90 days from your retirement date to transition to your new email account before your JHED account is deactivated. Your email alias(es) will remain active after that time, but they will route email to your new retiree email account.

Your retiree email address will be: yourJHEDID@retiree.jh.edu. You will need to follow these steps to logon to the account for the first time:

1. Visit <http://office.com>.
2. If you are automatically logged into Office 365 with your employee account, click your profile icon in the upper right corner and click "Sign Out".
3. Select "Switch to a different account" if your JHED account is shown as the login.
4. Enter yourJHEDID@retiree.jh.edu and click "Sign In".
5. Enter your temporary password: **provided to you in your employee email account**
6. Re-enter your temporary password as your "current password" and enter a new password.
7. Click "Sign In" to be directed to your new account.

Please register your Retiree email account as soon as possible. Your Retiree email account will be deactivated if not registered within 90 days from your retirement date.

It is recommended that you enter an alternate form of authentication (email, mobile) when prompted during registration. This will allow you to reset your password if you forget it.

Please note, emails and contact lists stored in your Hopkins employee email account will not automatically transfer to your new retiree email account. During the transition period before your JHED account is deactivated, please save your contact lists and forward important personal emails. After your JHED account is deactivated, your employee mailbox will be inaccessible.

If you need help, you may find instructions here on how to [Export](#) your contacts from your JHU email and [Import](#) them into your retiree email.

Please monitor your employee email account until your JHED account is deactivated. You will find helpful instructions for signing into both your employee and retiree email accounts here:

[How To: Login to your @retiree.jh.edu account](#)

Upon JHED deactivation, your Johns Hopkins email aliases will automatically redirect to yourJHEDID@retiree.jh.edu and all new email will be delivered to your retiree account. If you need assistance, please contact the IT Help Desk at 410-955-4357 (HELP).

Thank you for your attention.

Johns Hopkins Enterprise Messaging
Johns Hopkins University Human Resources

IT @ JH staff will NEVER send you an email message asking for your password. NEVER give out your password and JHED ID to anyone in an email message or on a web page.