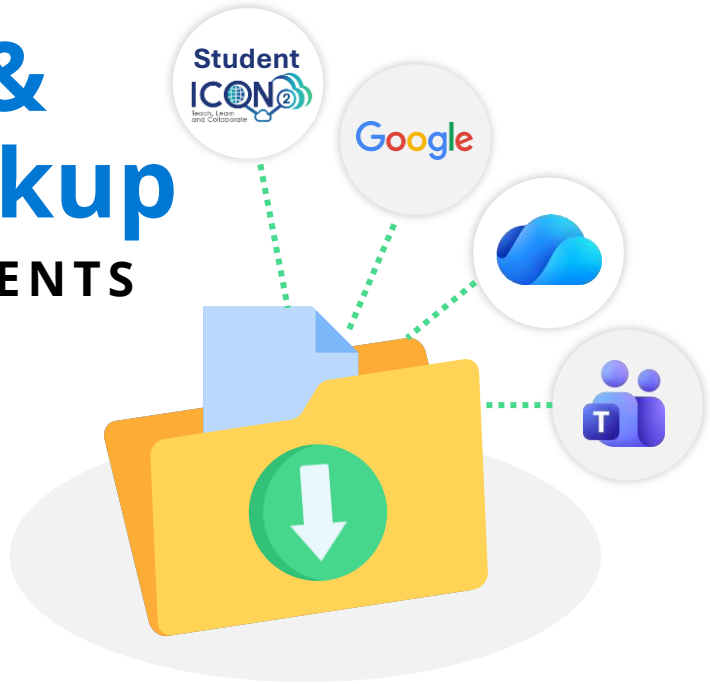
Student iCON & M365 Files Backup

FOR GRADUATING STUDENTS



Graduating soon?

Backup your **M365 files** & **Student iCON data** to your **personal device** by **31 Dec 2026!**

What will happen to my account or files after I graduate?

- Your Student iCON & MIMS account will be deactivated on **1 Jan 2027 (following your graduation year)**, and your accounts and all associated data will be **deleted**.
- Stop using Student iCON, MOE M365 T&L OneDrive and Teams once you have completed the backup.

If you are **graduating** or **leaving** school, back up your **M365 files** & **Student iCON data** to your **personal device** by **31 Dec 2026**

What do I need to do?

1 Back Up Your Data

Student iCON

Go to takeout.google.com

- Start early: Google may take a few days to prepare your backup. Data cannot be recovered once your account is deactivated.

Refer to the attached **Student iCON Google Takeout Guide 2026**

OneDrive & Teams

Refer to the attached M365 Files Download Quick Guide

- Back up your files early: Large file sizes or high file volumes may take more time to manage. This helps ensure you have all the files you need after graduation and avoid losing access to important documents.

2 Use Personal Email for IHL Applications

Do not use @students.edu.sg for enrolling into Institutes of Higher Learning (IHL) e.g. Polytechnic / ITE / University.

Students may consider subscribing to a free personal mailbox (e.g. Google / Microsoft / Apple etc.) if necessary.

3 Update your Contact Details

Update Your Contact Details by 31 Dec 2026

Ensure important emails continue to reach you through your personal email address after your Student iCON account is deactivated.

4 Complete All Steps by 31 Dec 2026

Accounts Deactivation

From 1 Jan 2027, you will no longer be able to access:

- Gmail
- Google Drive
- Google Classroom
- Google Photos
- Google Calendar
- OneDrive
- Teams

If you encounter any issues, kindly approach your school teachers for help. They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.

Brought to you by

SSOE2 Communications & Change Management Team