



THE UNIVERSITY OF THE WEST INDIES  
ST. AUGUSTINE CAMPUS, TRINIDAD & TOBAGO, WEST INDIES

## INTERNAL COMMUNIQUÉ

### Staying Connected Beyond Retirement: Staff UWI Email for Life Update

Dear Colleagues,

Further to the email from the Campus Principal circulated in July 2025, we are pleased to share an update to the **Staff UWI Email for Life** initiative. Participants of this initiative will be provided with **a new, secure UWI-affiliated email address upon retirement**, in the format: [firstname.lastname@associate.uwi.edu](mailto:firstname.lastname@associate.uwi.edu).

It must be clearly stated that **this new email address is not a continuation of the present UWI email account** which individuals accessed as active staff members. It is instead **a separate email system** hosted on the Google platform and managed by The UWI Centre.

This essentially means that **it will not be linked to the University's internal systems**, including the Global Address List and all support for this email service will be handled through *The UWI Alumni Online team*.

Therefore, when the time comes for your retirement, you will be able to request your Staff Email for Life three (3) months before your retirement date by visiting:

<https://www.uwi.edu/alumnionline/request-staff-uwi-email-life-retiree>

As we look ahead, we thank for the opportunity to provide clarity and for your continued dedication and service to The UWI.

Staying connected still matters, whether you're on campus or beyond.

Regards,

**Campus Information Technology Services**

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