GSD. Lotus - How to retire a Notes Legacy Service

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General Information:

Possible symptoms/errors:

User want to know How to retire a Notes Legacy Service

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

1. Ask user to go to Service Portal.

2. Advise user to click on "My Services" and select "Notes Application Legacy"

3. Ask user to select "Retire Service"

4. User will be asked if they really want to mark their Service Subscription as retired. If user click "OK", they will no longer have access to the service.

Assignment Group:

Ext_WW_Collaboration_SLS_Capgemini

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A