



Memo

To: All District Faculty & Staff

CC: (file)

From: Adam Cleveland, Director of Information & Instructional Technology

Date: 7/30/18

Re: Email transition from Outlook to Google

On August 3rd, the New York Mills UFS Microsoft Exchange email server and Microsoft Outlook client will be replaced by Google Gmail. This change will provide for better integration with G Suite and our ongoing Google initiative, as well as new features and reduced costs. Please read this memo in its entirety to be aware of important information regarding this change.

These changes are taking place during the summer to minimize any inconvenience, and to provide staff with the opportunity to sign-in and explore the new system prior to the start of school. The migration will begin at 3:30 PM on August 3rd, and may result in email services being sporadic and/or inaccessible for ~30 minutes to several hours.

Content Migration

All content from the existing Exchange email server will be moved to Google Gmail for you. This includes email, folders, calendar items, and contacts.

Specifics Regarding Email:

- **Individual Emails** – Individual emails will migrate fully.
- **Email Read State** – Read or unread state will be preserved.
- **Email Folders** – Parent folders of individual emails will be converted to a corresponding Gmail *Label*.
- **Folder Structure** – Full folder structure will be converted to *Labels*.
- **Email Attachments** – Attachments under 45MB will be migrated, attachments greater than 45MB will be uploaded to your Google Drive, and a corresponding link to the file will be placed in the body of the email.
- **Deleted Items** – *Deleted* items will be migrated to *Trash*. Note that Gmail empties the trash folder automatically every 30 days.
- **Gmail Special Label Names** – Any existing folders matching special folder names used in Gmail, such as "Archive" and "Important", will be appended with an underscore (e.g., "Archive_")
- **Junk Folder** – Junk items will be migrated to *Spam*. Note that Gmail empties the *Spam* folder automatically every 30 days.
- **Priority** – High Priority items become *Starred* items.
- **Categories** – Exchange categories are converted to *Labels*.
- **Rules / Filters** – Rules and filters will **not** be migrated.
- **Forwarding** – Forwarding rules will **not** be migrated.
- **Flagged items** – Flagged emails become *Starred* emails, and are migrated into tasks with the content of the email inside the task.
- **Read Receipts** – Existing receipts will **not** be migrated.

Specifics Regarding Calendar:

- **Individual and Recurring Events** – All events will migrate fully.
- **Event attendees** – All attendees and their responses (yes/no) will be preserved.
- **Calendar Sharing Permissions** – Shared calendar access will be preserved.
- **Calendar Attachments** – Calendar attachments will **not** be migrated.

Username & Email Address

Usernames, email addresses, and passwords will **not** be changed as part of this transition.

Passwords

If you have not logged in to the NYM UFS Google domain previously, you will require a temporary Google password. If this is the case for you, please submit a ticket to the Web Help Desk (<https://helpdesk.newyorkmills.org>) with a request type of *Login / User Account Issue* → *Google*, and provide alternate contact information (email address and/or phone number).

If you have logged into the NYM UFS Google domain previously, your Gmail password is synchronized to match your existing Active Directory domain (computer) password.

IMPORTANT!

Active Directory domain (computer) passwords are configured to synchronize to Google instantly upon being changed from any district PC. Please note that if you change your password in Google, it will **not** change your Active Directory domain (computer) password. You may wish to utilize the same passwords for both systems to minimize potential confusion.

Password Safety and Complexity

Your usernames and passwords provide access to sensitive and secure information (files, grades, email, etc.). Ensure that your passwords are adequate and keep them safe!

- Pick strong passwords, 8 or more characters - the longer the better, with numbers, letters, and punctuation!
- Avoid common information – birthdays, names of children or pets, etc.
- Change passwords frequently
- Do **NOT** post your passwords in a conspicuous place (Post-it note, etc.)
- Do **NOT** share your passwords with anyone!

Forgotten Passwords: Please note that user passwords are not documented or recorded; it is your responsibility to safely maintain your login information. If you forget a password, please contact the Information and Instructional Technology Department to have it reset.

Reference Information and Training

A number of online resources have been posted to the Information & Instructional Technology Intranet section of the district website (or by directly visiting <http://www.newyorkmills.org/gmail>) to assist faculty/staff in the transition from Exchange/Outlook to Gmail during the summer. In-district training options are currently being reviewed for the fall.

If you have any questions, please contact Jordan Ezman (jezman@newyorkmills.org) for assistance.

Thank you,



Adam Cleveland

New York Mills UFS Director of Information and Instructional Technology
acleland@newyorkmills.org