Introducing
Smith Mail & Calendar

EMAIL AND CALENDAR SERVICES POWERED BY GOOGLE APPS FOR EDUCATION
Why this presentation?

- We recognize the key role you play in your department and the many demands of your job
- We know it's hard to learn new ways to do your work while you're doing your work
- Our goals are to:
  - Give you an overview of the GroupWise-to-Google project, so you know what's happening, why, and when
  - Prepare you to get up and running quickly with Smith Mail & Calendar with minimal stress or lost productivity
  - Show you where and how to get help
  - Ask you to share what you learn with others in your department
Today's Topics

- What is *Google Apps for Education*?
- Where are we starting at Smith?
- The advantages of moving to Smith Mail & Calendar
- The challenges of moving to Smith Mail & Calendar
- Overall project plan
- Migration process for each department
- Training and support for each department
- Preparing your own account for migration
- Preparing shared resources for migration
- Other steps to take
What is Google Apps for Education?

- Google Sites
- Google Calendar
- Google Docs
- Google Contacts
- Google Mail
- Google Groups
Where are we starting at Smith?

Google Sites

Smith Calendar

Smith Contacts

Google Docs

Smith Mail

Smith Groups
Actual User Testimonial

After using Smith Mail & Calendar for two months...

- The transition was easy. There is a lot of support available and I have not looked back for a second.
- In Smith Mail, I love having the conversation string rather than all separate emails. It seems much more intuitive and sophisticated than GroupWise.
- As far as the calendar goes, I LOVE IT!! I manage many calendars as well as a resource room and I can see whomever I need to at a glance. Such a timesaver.
What is *not* changing?

- Your Smith email address: *username@smith.edu*
- *Not* blocking access to GroupWise desktop or web client
- *Not* disabling or deleting GroupWise accounts
- *Not* deleting GroupWise account data
Your gateway to Google Apps

Welcome to Smith College

Less spam, plenty of space and access from anywhere.

Welcome to your email for Smith College, powered by Google, where email is more intuitive, efficient and useful.

- Keep unwanted messages out of your inbox with Google's powerful spam blocking technology
- Keep any message you might need down the road, and then find it fast with Google search
- Send mail, read new messages and search your archives instantly from your phone

New! One-stop information sharing with Google Sites
Building a site is as simple as editing a document, and you don’t need anyone’s help to get started. Check out these example sites: Company intranet, Team project, Employee profile, Classroom
Google Apps Advantages

- Easy and *consistent* access to email, calendars, contacts, and groups from any web browser
- Improved reliability
- Greatly increased storage capacity - 25 *gigs* per user
- Improved *built-in* spam management
- Improved integration across applications
Google Apps Advantages

- Improved work flow
  - Each application opens in a separate tab
  - Switch between apps with one click, without losing context
  - Open new tabs and close unneeded ones in an instant

- Fast access to any other accounts you work with
  - Another person's account
  - Non-person accounts
Sounds great, but...
Google Apps Challenges

- As with any new application...
  - New terminology
  - New look and feel
- New ways to manage shared email accounts, distribution lists, and calendars
- Task list and sharing setup must be re-created after migration
- No more shared email folders (there are work-arounds)
- Daily sending limit on messages
  - Up to 1500 internal recipients, 500 external recipients
  - Will be solved with *Smith Groups*
- Until all departments are migrated to Smith Mail, you may still need GroupWise for some operations
GroupWise-to-Google Project Plan

- **Migration** means...
  - Smith Google Apps account created for each user
  - All GroupWise email, contacts, calendar items copied to new account

- Four successful migrations already completed
  - ITS department (52 staff)
  - 1st pilot group (50 students, staff, and faculty)
  - 2nd pilot group (16 faculty)
  - All 2600 students migrated in early January

- Staff and faculty
  - Migrating across 12 weeks, February 6 - April 23
  - Migrating by department, related departments together
  - Typically 100-200 users per weekend

- See new *Google Apps* pages on TARA for latest schedule
Two-week migration process

- **Week one: Pre-migration**
  - **Monday:** Receive setup instructions, invitation to preview sessions, and opportunity to sign up for hands-on classes
  - **Wednesday & Thursday:** Afternoon preview sessions in Stoddard auditorium
  - **Friday:** Receive login instructions

- **Over the weekend:** ITS will copy all your mail and calendar data into your new account
  - Includes archived email stored on network drives

- **Week two: Post-migration**
  - **Migration Monday:** Begin using Smith Mail & Calendar
  - ITS staff in admin depts for direct help, drop-in sessions for academic depts
  - Hands-on training classes starting Monday afternoon
On-going training & support

- **Smith Mail & Calendar Preview** for about-to-migrate users
  - Wednesday afternoon, 1:30-3:00
  - Thursday afternoon, 2:00-3:30
- **Smith Mail & Calendar Basics** for newly-migrated users
  - Offered Monday afternoon, Tuesday, and Wednesday
- Drop-in session for mobile device assistance, Monday 2:00-3:00
- Advanced classes for one-week users every Thursday & Friday
  - Managing your inbox
  - Making the most of your calendar
  - Using Outlook for email-merge
  - Working with Smith Groups
- Self-study guides on TARA coming soon
- Additional documentation on TARA now
Preparing your own account for migration

- Stop archiving messages now
- Organize your GroupWise messages into folders
- Shorten long folder names (> 40 characters)
- Make a list of your shared GroupWise resources
  - I have *given proxy rights* to...
  - I *proxy into* these accounts...
  - I share my address books with...
  - I access address books owned by...
- Make sure your Novell password has at least 8 characters
- Preparation checklist available on TARA soon
Preparing shared resources for migration

- Identify all *non-person* accounts used by your department
  - Generic department accounts (*4its, sfs, etc.*)
  - Broadcast accounts (*itsnews, smithnews, etc.*)
  - Student worker accounts (*sswstu1, etc.*)
  - Temp worker accounts (*bassstemp, etc.*)

- Make sure at least one person has the account *username* and *password* – if not, contact the USC

- Someone must log in to perform required setup actions in GroupWise before migration
In Summary

- Check the migration schedule on TARA
- Block out time for training on your calendar
  - Preview session Wednesday or Thursday afternoon before migration
  - Basics classes Monday-Wednesday after migration
  - Advanced classes Thursdays and Fridays
- Review self-study guides and other documentation on TARA
- Share what you know with co-workers
- Stay tuned for more information!