

To all Tantasqua and Union 61 staff,

We're excited to announce that Tantasqua Union61 will soon move its email and calendar platform from Microsoft Outlook to Gmail and G Suite (Google). With G Suite, we will gain the benefits of a robust and innovative feature set, the ability to access email and calendar services from any Internet-connected device, and much more storage capacity.

On Friday evening we will be migrating our accounts to G Suite (Google). But don't worry, you won't lose important data (emails or calendar appointments), and your email address won't change.

What we are migrating

We're migrating your Outlook data as follows:

- Messages in your Outlook Inbox (including subfolders) and Sent folder ==> Gmail
- Scheduled events in your Outlook Calendar ==> Google Calendar
- Personal contacts in your Outlook Contacts ==> My Contacts in Gmail

What will happen?

On 8/18 @ 4pm, we will turn off your Outlook account and turn on your new G Suite account.

At that time, there will be a 24 hour Outlook outage as we migrate your data.

Please do not use Outlook after 8/18 @ 4pm.

What you'll need to do

After 8/19 sign in to your G Suite account from any web browser (<http://gmail.com>) and begin using it for all your email correspondence and calendar scheduling. Username will be your last name first initial. For example, if your name is Jane Smith your username will be smithj@tantasqua.org.

Depending on how you currently use Outlook, you might also need to complete the following tasks:

- Recreate Outlook email rules using the "filters" feature in Gmail. An example of an Outlook rule would be moving an email to a folder upon delivery based on sender
- Check your email signature.
- Set up your mobile device (if desired). <http://tantasqua.org/trsd/files/docs/HOWTO-EmailPhoneSettings.pdf>

If necessary, you can do the following in Outlook and on your mobile device during the migration:

- View email messages you received before 8/18 @ 4pm.
- View calendar events scheduled before 8/18 @ 4pm.
- Send new email messages. However, these messages won't appear in your Sent folder in G Suite.
- View your Outlook Contacts.

Please remember that you cannot make any changes to your data in Outlook.

Can I receive email during the Outlook outage?

Yes, you'll continue to receive new email messages after 8/18 @ 4pm. However, these messages will appear only in your Gmail account.

Will I still be able to access my Outlook account after the switchover?

Yes, for a period of time, you can still log in to your Outlook account after 8/19 @ 4pm to view your email, calendar, and personal contacts. However, you can't make any changes in Outlook or send and receive messages from Outlook.

Can I access my G Suite account now?

No, you can't access your account until after 8/19 @ 4pm.

How much time is required to set up my account?

You'll be able to master the basics, like sending and receiving email and viewing and scheduling meetings, very quickly. It may take more time to really learn to make the most of your new services, depending on how you previously used Outlook.