



GOOGLE GMAIL TRANSITION GUIDE



YOUR NEW EMAIL

JP Schools is upgrading to Google's G Suite for Education, which will include Gmail for all employee email. Employees officially start using their Gmail September 3, but the transition is already underway. Here are some important dates to remember. For more information, visit jpschools.org/NewEmail.

19
Aug.

ACCESS YOUR GOOGLE ACCOUNT

Be sure to check your GroupWise employee email today. The Operations unit will email every employee their Google Gmail login information along with important steps to follow to make this transition as smooth as possible.

26
Aug.

CHANGE YOUR GOOGLE PASSWORD

Starting today, all employees are required to change their Google password. The email you receive on August 19 includes a step-by-step guide on how to complete this process.

3
Sept.

SET GROUPWISE AUTO- REPLY BY LAUNCH DAY

Today is when the change officially becomes active and you should begin using Gmail instead of GroupWise. Be sure you've set up the district recommended auto-reply on your GroupWise. For steps on how, refer to the email from Aug. 19.

30
Sept.

MIGRATE ANY NEEDED INFORMATION TO GOOGLE

Today is the last day you will have access to your GroupWise account. It's important you've been communicating to others before today that your email address has changed. Be sure to move over any GroupWise information you need that wasn't automatically migrated to your Google account.

1
Oct.

GOOGLE SWITCH COMPLETE

GroupWise will be turned off today and all incoming emails to GroupWise will be rejected. Google Gmail will be the only active email service used by the district. It is important that you communicate out your new email address prior to this date.