Current NetMail (Email for Life) Users
Go Google Instructions

Google EFL for Cedarville University Alums!

Information technology is excited to offer Google EFL to Cedarville alumni!

Alumni (Class of 2010 and earlier) may opt-in and convert to Google EFL any time after 6/18/12 using a CedarInfo transaction.

You will need your CedarNet username and password to access CedarInfo (www.cedarville.edu/cedarinfo).

There are a few important tasks for you before you make the change from NetMail EFL to Google EFL...

1. Using an internet browser, log in to your NetMail account at (alumni.cedarville.edu). You will need your CedarNet username and password. Contact Alumni Relations at 1-800-837-2566 if you cannot remember your username and password.

2. Take time to clear out things you no longer need in your NetMail account (old email, sent items, folders, old contacts and addresses, etc.)   The less there is to move, the faster it will go!

3. **WARNING: The following items will <u>not</u> be migrated from NetMail EFL to Google EFL.**

   - **Contacts and address books** (you will need to re-enter your contacts and email addresses in Google EFL so make a record of that information <u>before</u> you convert).

   - **Calendars and appointments** (you will need to re-enter your calendar items into Google EFL as well, so record that information <u>before</u> you convert).

   - **Trash**

4. Your NetMail email and folders <u>will</u> be migrated to Google EFL.

5. Your Google EFL mailbox capacity is 25GB.

6. There are some features in Google Apps that work best (or only) with the Google Chrome web browser. We encourage you to download and install Google Chrome (www.google.com/chrome).

How to convert to Google EFL...

1. Log in to CedarInfo using your CedarNet username and password (www.cedarville.edu/cedarinfo). Contact Alumni Relations at 1-800-837-2566 if you cannot remember your username and password.

2. Look for the CedarInfo transaction that allows you to sign up for Google Apps.

   - You may be given the option to either **move your NetMail email and folders** (see step 4 above) or **not move your NetMail items** (if you want to start fresh with a new account).

   - You will need to enter your CedarNet username and password again to create your Google EFL account and convert your NetMail EFL account.

     Note: Information Technology will need to store your CedarInfo username and password for a short time in order to complete the automated conversion.

3. Once the conversion completes successfully, you will be able to log in to your new Google EFL account using an Internet browser at the Cedarville University Google landing page (www.cedarville.edu/google).

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Important notes…

1. Your email address will not change.

2. After conversion, all of your new incoming email will be directed to your Google EFL account (not your NetMail EFL account).

3. However, your NetMail EFL account will remain available through 12/31/12 if you need to go back and reference any old items.

How to get help…

1. Your Google EFL log in credentials and your CedarNet username and password are the same. Username and password questions can be directed to alumni relations at 1-800-837-2566.

2. Visit the information technology computer help pages (www.cedarville.edu/computerhelp) and check the Google Apps category on the left to locate the help page you need. We are constantly adding new help pages!

3. You are welcome to call information technology at 937-766-7905 or email computer help (computerhelp@cedarville.edu) with your Google Apps questions.

4. If it is after business hours, we encourage you to check out the multitude of YouTube videos (www.youtube.com) and google help available on the web.

We hope you will join us in Going Google!

Kathryn P. Carnegis
Director of User Services

INFORMATION TECHNOLOGY
CEDARVILLE UNIVERSITY