

Go Google Update #2

June 8, 2012

Get Ready ...

On June 5th, the information technology staff became the first to Go Google! The conversion from GroupWise went great.



We are moving quickly to become familiar with Google so that we can pass information along to you.

We are already designing training classes for faculty

and staff and composing computer help pages to answer your pressing questions and to help you with the tasks you perform most often.

Get Set...

We have received a few inquiries asking what you can do right now to start preparing for your upcoming Google conversion. Here are some ideas:

1. **Clean out** GroupWise items you no longer need (old email, sent items, folders, contacts, groups, archives, address books, and trash). Summer is a great time to get a head start. The less data to move, the faster it will go!
2. **Install Google Chrome** to take advantage of all the cool Google features. Google Chrome is available on-campus from the CedarNet menus (in the Communications folder) or via [download](http://www.google.com/chrome) (www.google.com/chrome) if you are off-campus.

Go... Go... Go!

6/15 - New student CedarNet and Google mail accounts will be created (applies to incoming freshmen, new transfer students, and new graduate students).

Starting June 15, new students may access their university email using the Internet and the Cedarville University Google apps landing page (www.cedarville.edu/google).

6/18 - Cedarville alumni (2010 and earlier) who have active NetMail (EFL) accounts will have the option to go Google. Alumni relations plans to share conversion instructions with NetMail users this week.

Starting 6/18, alumni will be able to opt-in and set up or convert to a Google EFL account using a CedarInfo transaction anytime over the next several months.

6/29-7/5 The following groups who currently have GroupWise accounts will also convert to Google using a CedarInfo transaction:

- Recent alumni (class of 2011 and 2012)
- Returning students (including dual enrollment, undergraduate, and graduate students)
- Student organizations

We plan to convert users in stages (grouped according to last name). More details (including a Go Google checklist) coming mid-June!

10/22 - All faculty, staff, and department accounts will be going Google and the Microsoft Outlook option for viewing email and calendars will be made available.

What If I Have Questions?

Keep checking the Google Apps category of the Cedarville [computer help pages](http://www.cedarville.edu/computerhelp) (www.cedarville.edu/computerhelp) for current updates.

You may also email questions to [computer help](mailto:computerhelp@cedarville.edu) (computerhelp@cedarville.edu).

We are happy to help!

Kathryn Carnegis, Director of User Services

