

Go Instructions for Current/Returning Students and Recent Alumni

Go Google!

The Cedarville University Department of Information Technology is excited to launch Google Apps for all current and returning students and recent alumni (2011 and 2012 graduates) who have Novell GroupWise email accounts.

IMPORTANT: It is essential that you read and complete the following instructions in order to experience a smooth conversion from GroupWise to Google Apps and to help avoid data loss.

What do I need to know and do before I Go Google?

You have a few important tasks to take care of in preparation for your move from GroupWise to Google Apps.

- Log in to your GroupWise account (www.cedarville.edu/groupwise) (you will need your username and password). Contact information technology at 937-766-7905 if you cannot remember your username and password. Take time to clear out things you no longer need in your GroupWise account (old email, old sent items, and old folders, etc.). The less there is to move, the faster it will go!
- Your GroupWise email, sent items and folders **will** migrate to Google Mail.
- **WARNING:** The following items **will not** transfer from GroupWise to Google Apps when you convert: contacts and address books, calendars and appointments, rules and proxy access, archived items, and trash. You will have the opportunity to manually export/import some of these items at a later date.
- Delete your GroupWise email account from all of your mobile devices (e.g., tablets, smart phones, iPod touches, etc.) before converting to Google. Your Google Mail account will need to be recreated on your mobile device after conversion.
- 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) on your personal computer.
- **WARNING:** Be mindful that your GroupWise account will be permanently deleted on September 30, 2012.

How soon can I Go Google?

Check the following schedule for your assigned time to Go Google.

Date	Who	Method
June 29 and following	Last Name A-C	CedarInfo request
June 30 and following	Last Name D-G	CedarInfo request
July 1 and following	Last Name H-K	CedarInfo request
July 2 and following	Last Name L-O	CedarInfo request
July 3 and following	Last Name P-S	CedarInfo request
July 4 and following	Last Name T-Z	CedarInfo request
July 10-12	Student organizations	Automatically, initiated by information technology
July 30-31	Students and recent alumni who have not yet moved	Automatically, initiated by information technology (empty Google accounts created, no copying of old email messages)
September 15	All	GroupWise account permanently deleted

How do I convert from GroupWise to Google Apps?

1. On or after your assigned conversion date, use the **Move to Google email** transaction (located in the Individual (General) Transactions section of CedarInfo) or simply use the **Go Google** shortcut (www.cedarville.edu/gogoogle). Log in using your CedarNet username and password if prompted.
2. The **Move to Google Mail** screen will display.
 - a. Select **Yes** to automatically move your GroupWise email and folders to your new Google Apps account.
 - b. Select **No** if you do not want to transfer your GroupWise items (e.g., you want to start fresh with an empty account).
 - c. You will need to enter your CedarNet password twice - in the spaces provided - to create your Google Apps account.

Go Instructions (continued)

NOTE: Information technology will need to store your CedarNet username and password for a short time in order to complete the automated conversion.

- The GroupWise to Google Apps conversion will take approximately 2-3 hours to complete.
WARNING: To be on the safe side, do **not** access your **GroupWise** account during the conversion.
- You **may** access your new **Google Apps** account during the conversion. You will know the conversion is in process when transferred email starts appearing in your Google inbox.

What do I need to know and do after I Go Google?

- Your university email address remains **username@cedarville.edu**. You will continue to show up in the GroupWise address book and may continue to send/receive email from users who have not yet converted to Google Apps.
- You may log in to your new Google Apps account from a laptop or desktop computer using the Internet. Navigate to the Cedarville University Google landing page (www.cedarville.edu/google). Note that there are several computer help links on the right side of the landing page for future reference. Click the **Mail** icon, and enter your CedarNet username and password to view your Google Mail.
- **NOTE:** If you use Thunderbird, Outlook or the Apple Mail client or have a mobile phone or tablet, some additional set up is needed to synchronize your Google Apps account. After set up, we anticipate that the reliability of your mobile access to university email and calendar will greatly improve! Detailed mobile device setup instructions will be coming soon.
- Your Google mailbox capacity is 25GB. Google limits the size of email messages to 25MB (including attachments).
- After conversion, all of your incoming Internet (**non-cedarville.edu**) email will arrive automatically in your Google inbox (skipping your GroupWise account).
- **VERY IMPORTANT:** You will need to set up a GroupWise forwarding rule so that email from university faculty, staff, other students and student orgs (**@cedarville.edu**) will also be delivered to your Google inbox. You can create the forwarding rule using GroupWise web access (www.cedarville.edu/groupwise) and the steps outlined on page three of this handout.
- **CAUTION:** Cedarville email forwarded from GroupWise to your Google account will appear to be sent by “me” (which is the GroupWise “you”) until your GroupWise account is deleted on September 30, 2012. Open the message in Google to see the true sender. When you reply to the forwarded message in Google **make sure to change the email recipient to the original sender’s address** or your email will loop back to the GroupWise “you” instead.
- **CAUTION:** Your Google calendar will not be visible in a GroupWise meeting busy search. Therefore, be sure to check your availability in Google Calendar before accepting appointments sent from Cedarville employers, professors, and staff as they do not Go Google until after fall break (October 22, 2012).
- The GroupWise client (program) has been removed from residence hall, classroom, and lab computers. However, you will still have web access to GroupWise (www.cedarville.edu/groupwise) to look up old appointments, contacts and email addresses until September 30, 2012 when your GroupWise account will be deleted permanently.
- You may manually export contacts and calendar entries from GroupWise to Google Apps using a university computer in an open-access computer lab (www.cedarville.edu/computerlab) when you return in August or when you visit campus before September 30, 2012. Specific instructions will be coming soon.
- Similarly, GroupWise email archived to your CedarNet H: drive, may be un-archived using a university computer and then manually forwarded to your Google account. Enter this unique form of your email address **username@ga.cedarville.edu** during forwarding for this special circumstance. Specific instructions will be coming soon.
- Finally, you will need to recreate any rules (filters) and proxy (delegation) within Google Mail. Refer to the computer help pages (www.cedarville.edu/computerhelp) for specific instructions.

How can I get help?

We understand that easy access to email is important to you and that Going Google may involve a learning curve and some adjustments. We are available to help!

Go Google Instructions (continued)

Issue Resolution

- Your Google Apps login credentials and your CedarNet username and password are the same. Username and password questions may be directed to information technology at 937-766-7905.
- If you experience technical difficulties with the GroupWise to Google Apps conversion process, please submit an online computer service request (www.cedarville.edu/csr).

Helpful Resources

- Information technology has created two helpful Internet shortcuts to bypass the university Google landing page:
Access Google Mail directly - **gmail.cedarville.edu**
Access Google Calendar directly - **calendar.cedarville.edu**
- We encourage you to check out the multitude of YouTube videos (www.youtube.com) and resources on the web in support of Google Apps (www.google.com/support/).
- Visit the information technology computer help pages (www.cedarville.edu/computerhelp) and check the Google categories in the left pane to locate Google Apps and SPC computer help pages. We are constantly adding new computer help pages!
- Computer lab assistants will be on duty during the academic year in the open-access computer labs (www.cedarville.edu/computerlab) and will be trained to help you.
- Technicians at the Cedarville University Self-Provided Computer (SPC) counter will be ready to assist you with mobile setup and synchronization questions during Getting Started weekend and the academic year (www.cedarville.edu/spc).
- You are also welcome to email computer help (computerhelp@cedarville.edu) with your Google Apps questions and with any feedback on this transition.

We hope you will enjoy Going Google!

Kathryn P. Carnegis
Director of User Services



Go Google GroupWise Forwarding Instructions

Follow these steps **after conversion** to set up the necessary forwarding rule in GroupWise to route incoming mail from university faculty/staff/students/orgs (@cedarville.edu) to your Google Mail account.

1. Log in to GroupWise web access (www.cedarville.edu/groupwise) using your CedarNet username and password.
2. Click the **Options** link in the upper right of your screen > choose the **Rules** tab.
3. Choose **Forward** from the **Type:** pull-down menu > click the **[Create]** button.
4. Type a **Name** for your rule (e.g., **Go Google**).
5. Leave the **Define Optional Condition** field blank.
6. Under the **Define Action** heading, in the **To:** (recipient) box, type the following modification to your email address:
username@ga.cedarville.edu
(Note: This modification is only for the purposes of the forwarding rule and to distinguish your GroupWise account from your Google Apps (ga) email account. Your true university email address remains username@cedarville.edu).
7. Click **[Save]** > click **[OK]** at the warning > click **[Save]** again if prompted.
8. Make sure the checkbox next to your Go Google **forwarding rule** is checked, and that you **uncheck** the boxes next to any other rules > click **[Save]**.
9. Click **[Save]** once again and **close** the rule box by clicking the red **X** in the upper right of the box.

Please submit an online computer service request (www.cedarville.edu/csr) if you do not receive forwarded GroupWise email after setting up this rule.