

“Going Google...”

Migration Training Guide



AGENDA

Welcome

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Implementation Overview - Group

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Curriculum – Individual

Closing



**Texas State Technical College Marshall
Gmail Migration Training Guide
October 10-14, 2011**

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Goal: To migrate and train all full-time employees of TSTC Marshall on the Gmail system

Objectives:

- To provide two hours of training to all TSTC employees (see schedule on Web site/flyer)
- To migrate user data to Gmail system
- To offer migration on mobile devices for users who are interested (140 ADM)

Plan/Implementation: Training will be offered in fifteen two-hour blocks throughout the week during the following blocks of time: 10-12, 1-3, and 3-5. Each evening after the final session of training, the data of each trainee will be migrated over by the IT Strike Team to the Gmail system to be ready for use by Monday, 17 October.



Resources:

- **Web Site:**
 - <https://mail.tstc.edu> (Access)
 - <http://geeks.tstc.edu> (Registration/Updates)
 - <https://resources.tstc.edu/> (File repository for signature image upload)
- **Training:**
 - Training Guide
 - Training Manual – “Getting Started With Google Apps ”
- **Teams:**
 - Campus Training Team
 - IT Strike Team

Time for Q/A!

Getting started:

- **To Log into the site:**
 - Enter this address in the address bar:
<https://mail.tstc.edu>
- **Your username will be:**
 - WebAdvisor username
- **Your initial password will be:**
 - [Colleague ID number]

** (You will be FORCED to change your password upon initial login)*

**Please note that the email address (username@tstc.edu) you see in the top right-hand corner of your screen is only an alias and will not be your permanent email address. Your permanent email address denoted on your business card will be: firstname.lastname@tstc.edu. However, anyone external to TSTC will still be able to contact you at your old email address (firstname.lastname@marshall.tstc.edu), as well.*



- **To activate your TSTC live Gmail account:**

- Click - Settings (Top right-hand corner) – Accounts
- Click “Send Mail As:”
- Choose “Add another email address you own”
- Put in email address firstname.lastname@tstc.edu
- Choose “Default.”
- For “When replying to a message:,” choose “Always reply from default ...”
- Confirmation email will be sent to the live TSTC Gmail account for confirmation by clicking the link.

Learning Outcomes:

Instructions: Please complete the tasks listed as “ACTION” items in the following areas below during the training session. Members of the migration team will be happy to assist you.

EMAIL

- **Email Access**
ACTION: Access Email by choosing *Mail*.
- **Mail Settings**
FYI - To get to mail settings, choose *Mail – Settings (gear) – General* tab.
- **Pages 7-9 Differences - Email management Overview**
ACTION: Please scan provided pages and note how Gmail is different.
- **Pages 8, 27 Searching Email**
ACTION: Search your “Inbox” by typing in a key word into the search box then click “Search Mail and Docs.”
- **Pages 17-18, 30-32 Labels – “Folders in Groupwise are now labels in Gmail.”**
ACTION: Create a label.



- **Page 19** Applying a Label to a Message or a Group of Messages
ACTION: Apply the label to a message in your Inbox (click and drag)
- Labeling multiple messages – **Choose two or more messages in the “Inbox”**
then select “Labels” and choose the label you want to use. You will now see the same label on all your chosen messages.
- **Page 18-19** Sub-Labels
ACTION: Create a sub-label.
- **Page 11** Message Composition
ACTION: Compose a message addressed to the test email address, tstctest123@gmail.com, and **send** it. Verify the message was sent by clicking “Sent Mail.” View the message by opening a new tab in your browser and logging into the test account as follows at www.gmail.com:
Username: tstctest123@gmail.com
Password: tstc1234
- **Page 13** Replying to a Message
ACTION: Reply to the message in the tstctest123 account then click “Sent Mail” to see verified message sent. You will not be able to see it in your TSTC live account yet.
- **Page 13-15** Forwarding a Message
ACTION: Go back to your live account and **forward** your original message to tstctest123@gmail.com, then verify you received the forwarded message in the test account.
- **Page 15-16** Printing a Message
FYI - No action required – Just note location of “print” icon.
- **Page 12** Attachments –
FYI - No action required – Just note the process of attaching a file.
- **Page 17** Email signature
ACTION: Create a signature, or copy and paste one from your own Groupwise account. To add an image to your signature, see end of this document in the “Bonus” section.



- **Pages 10-11 Conversation view**
ACTION: Test conversation view as follows:
 - Verify you are viewing your live TSTC Gmail account.
 - Check to see if conversation view is activated by choosing: *Mail-Settings* (gear) – *Conversation View* (Turn it on if it's not already on.)
 - Click any email with a number in parenthesis, for example (3)
 - This means that there are currently 3 messages nested together: the original message and the 2 replies, creating the conversation, instead of multiple emails in a list.
- **Page 84 Viewing Contacts**
ACTION: View contacts as stated on page 84.
- **Page 85 Creating New Contacts**
ACTION: Create two new contacts.
- **Page 86-89 Groups**
ACTION: Create a group using your Contacts Manager.
- **Page 87-89 Groups**
ACTION: Create a group using the contacts picker.
- **Page 89-90 Groups as Mailing Lists**
FYI - No action required. Please note the process for sending a message to a group.

CALENDAR

- **Page 40 Calendar Access**
ACTION: Access the calendar by choosing *Calendar*.
- **Calendar Settings**
FYI - To get to the calendar settings, choose *Calendar – Settings* (gear) – *General* tab.
- **Page 41 Calendar Views**
ACTION: Experiment with the different views of the calendar by clicking the following:



Day, Week, Month, 4 Days, and Agenda

- **Page 41-44** Calendar Event Creation and Sharing
ACTION: Create an event and share it with someone (you can use the test account if you want). You can make it recurring if you would like, as well (page 47). You can also set reminders, as well (page 47).
- **Pages 44-45** Attendee Availability
ACTION: Follow the instructions as listed on pages 44 through 45 to check availability of a guest you would like to invite to your meeting/appointment.
- **Pages 47, 54-55** Setting up Calendar Notifications
ACTION: Set up your desired notification when someone accepts/declines your request for an appointment.
- **Pages 55-56** Calendar Sharing
ACTION: Share your main calendar with the test account/or someone else with a Gmail account. You can choose the level of access to your calendar you want the person to have. This is synonymous with using “proxy” in Groupwise.
- **Page 52-53** Printing a Calendar
FYI – No action required – ‘Just note the location of the print icon and the different views in which you can print.
- **Page 59** Viewing/Hiding a Calendar
ACTION: Click a calendar title on the left to hide it from viewing on the calendar screen. Click again to bring it back. Note that clicking the drop-down arrow provides other choices such as sharing and color choices.
- **Page 56** Viewing Another User’s Calendar
FYI – No action require – Please note the process for requesting access to someone else’s computer.
- **Page 56-58** Create Multiple Calendars
(Note that each “calendar” is a type or way of categorizing various life events and is not a 31-day cycle.)



ACTION: Create a calendar by giving it a title of your choice, i.e. “Soccer Practice,” “Work Appointments,” “Date Night,” etc. then create an appointment choosing that calendar and watch it appear on your calendar. Keep in mind that this calendar can be shared with anyone with a Gmail account.

- **SUMMARY:** Google calendar is very powerful and allows for multiple calendar creation and sharing. Remember, both events and calendars can be shared with various levels of access.

TASKS

- **Page 75-76** Task Creation/Management

ACTION: Create a task list and note how to set up reminders for due dates.

BONUS – SEE BELOW FOR VARIOUS ADDITIONAL TOPICS WITHIN THE GOOGLE PLATFORM

- **Page 77** Adding Extra “Cool” Calendars
- **Using an image in/for your email signature**

ACTION: Do the following:

 - Create a screen shot from your Groupwise signature by using Printkey or Snaggit
 - Sign in to <https://resources.tstc.edu/> using:
 - U: WAusername
 - P: WAPassword
 - Click *Upload a file* then “Add File” and browse to your file to upload it.
 - Click *Upload* to upload the image file.
 - Copy the link provided.
 - Go to *Mail* then *Settings (gear)* in Gmail and click the *General* tab then scroll down to *Signature*
 - Click the icon for inserting an image and paste the copied URL link, then click *OK*.
 - Click “Save Changes” at the bottom of the screen.
- **Check out Google Docs by Clicking *Documents* in the top left-hand corner of your Gmail screen at your leisure.**