

Hi Everyone!

Here is a guide from John about the transfer process. This includes email, google docs, and calendars. Please read carefully and let John (john@machappy.com) know if you have any questions.

EMAIL TRANSFER

FAQ

Q: Will we be able to keep our current archived/saved email?

A: Yes. Mail from the current server will be migrated to Google. This requires a password reset for everyone's current email. ***Before you leave on break, you will receive a new email password from John.*** This enables John to do the migration without having to ask every individual for their password. Please make sure you put your new email password in a secure, easily accessible location.

Q: When will the switch happen?

A: John is aiming for December 28th. It is after the transfer that you will need your new password (see above). John will be on the in-service on January 3rd to help smooth out any wrinkles that may come up during the transfer and to help you with your setup if you need it.

Q: Can we check email during winter break?

A: Yes. Before the 28th, email should work as it currently does. *After the 28th:*

1. Old email can be checked at MacHappyMail.com *or* on your current computer or phone setup, *but* you will have to use the new password. Contact John if help is needed.
2. New email can be checked on Gmail.com with the same new password. Use your full email address (eg kate@edelsol.org) for the login, and your new password.
3. NOTE: Because of how the internet works, new mail may go to the old server for a day or two. So, be sure to keep an eye on both servers if you're looking for important email. (Also, why are you checking your email over the break?! 😊)

Q: How do we set up our new Google email on our computers and phones?

A: John will post instructions, along with any other important info, in the [Escuela Staff Portal](#) (pw: escuela-portal-staff). If you need any additional help, please reach out to him.

Q: What if I already use Google to check my school email?

A: Please contact John directly and he will guide you through the transfer process.

Misc notes:

GOOGLE DOCS/DRIVE TRANSFER

1. If you use your edelsol.org account to work with Google Docs, PLEASE make sure your email address is on the following list:
https://docs.google.com/spreadsheets/d/1KrZ_htSAoDTSr2_VPRMr0VCZgSIYkuB0i8GW10-nXDY/edit?usp=sharing
2. If you use Google Docs with your edelsol.org account *and you are not on the list*, please [email John](#). He will reach out to do a manual transfer of any Google drive files over winter break.
3. If your name is already on the spreadsheet, John will be able to automatically move your account to the new system. **Sometime next week John will send a "transfer request"**: Staff will receive an email from Google. *Please confirm the request when you receive it, which will allow the transfer process to begin.*
4. If you do not currently use Google Docs with your edelsol.org account, you don't need to do anything.

Any edelsol.org Google Drive accounts that have a large amount of data (greater than 2GB): please let John know so that he can do a manual backup before doing the transfer.

CALENDAR TRANSFER:

Our calendars will migrate from one main calendar (eg. subsets of office@edelsol.org) to individual calendars (eg kate@edelsol.org as its own unique calendar). This means that rather than seeing everyone's calendar automatically, you will have to add individual calendars to your own calendar setup. John will provide instructions on how to do so in the staff portal.

Q: Can I still use iCal?

A: Yes, iCal can still work. In addition, you will be able to use [Google.com/calendars](https://www.google.com/calendars).