



## EMAIL CONVERSION INFORMATION



### GMAIL AND JAMESVILLE-DEWITT

In February the district will be moving to Gmail as our new email system. Gmail provides us with some distinct advantages over our previous system including greater usability and consistency with our other Google platforms. Additionally, it will bring us more in line with the technology our students are using on a regular basis.

**\*\*JD Email will be closed and offline beginning at 4:00 PM on February 15<sup>th</sup>, 2019. \*\***

Your Lotus Notes email will be migrated to Gmail automatically. You will have full access to these documents on February 25<sup>th</sup>, 2019.

You can begin accessing your Gmail account on February 18<sup>th</sup>, 2019. *All of your content may not be in your account at this time.*

Gmail is officially live for staff use on February 25<sup>th</sup>, 2019.

#### SIGNING IN TO GOOGLE:

1. On your computer, go to [gmail.com](http://gmail.com).
2. Enter your Google Account email/login (ex. [jdoe@jd.cnyric.org](mailto:jdoe@jd.cnyric.org)) and password. This is the same login information you use for your district Google Drive account.
  - If information is already filled in (pre-populated) and you need to sign in to a different user account, click "Use another account".
  - If you see a page describing Gmail instead of the sign-in page, click "Sign in" at the top right corner of the page.

#### **SIGN IN TO GMAIL**

Security Tip: If you're signing in to a public computer, make sure to sign out before leaving the computer.

Security Tip: When exiting Gmail click "Sign out". Quitting the browser or clicking the "X" may leave you logged in for a few minutes.

GMAIL HELP:



How can we help you?

<https://support.google.com/mail/?hl=en#topic=7065107>

## FREQUENTLY ASKED QUESTIONS



1. If I have been using Google Drive/Docs/Sheets/Slides already, will I need to create a new account?

**No. You will be logging in with the credentials you currently use.**

2. What if I haven't created a Gmail account yet?

**No need to worry. One has been created for you. Use your email address as your username and your password is the same as your email password for initial login.**

3. This is my first time logging in. What is my password?

**Your initial password will be the same as your Google password.**

4. What if I already created a Gmail account using my district email?

**List this on the tech log and a specialist from the Network Office will contact you.**

**JD Tech Log:**

<http://tinyurl.com/jdtech>

5. What if I log in to Gmail on Feb. 25<sup>th</sup> and my Lotus Notes emails are not there?

**List this on the tech log and a specialist from the Network Office will contact you.**

**JD Tech Log:**

<http://tinyurl.com/jdtech>

6. Will I now be able to keep secure, personally identifiable information in my Google Drive?

**No. Storage or use of secure or personally identifiable information will continue to be prohibited on Google Drive.**