## **Moving to Google Apps**

How to get started & quick tips



#### **Brief Recap**

- ➤ Per agreement, we are going to move to Google Apps on Monday July 2<sup>nd</sup>, 2012
- ➤ Google Applications:
  - ✓ E-mail
  - ✓ Calendars
  - ✓ Contacts
  - **✓** Others
- ➤ We will still use Hyperdrive for a while to access the Documents.





#### How to get started?

- >You can visit:
  - ✓ google.com/a/cohred.org
  - √www.gmail.com
  - √www.google.com
  - ✓ office.cohred.org (coming soon)
- ➤ Make sure you have your password (Print it Out!)







### Can I still use Hyperoffice to manage my e-mails?

≻No!

➤ All your new messages will be delivered only to your Google Apps Mailbox from Monday July 2<sup>nd</sup>, 2012.





#### How do I get help?

- ➤ "learn more" buttons
- ➤ support.google.com use the search box to type your query, e.g. "configure outlook"
- ➤If your problem was not solved by searching in the support page, please contact <a href="mailto:sahb@cohred.org">sahb@cohred.org</a>
- ➤ Support by phone will only be available to administrators





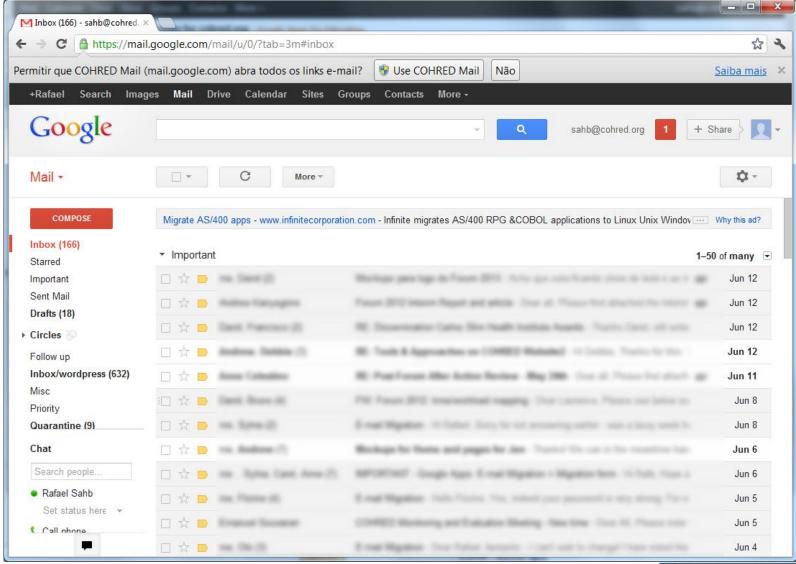
#### **Next Step...**

- ➤ You will receive an e-mail message with your password again.
- ➤ Migration page:
  - ✓ www.cohred.org/googleapps
  - ✓ Password: cohredstaff



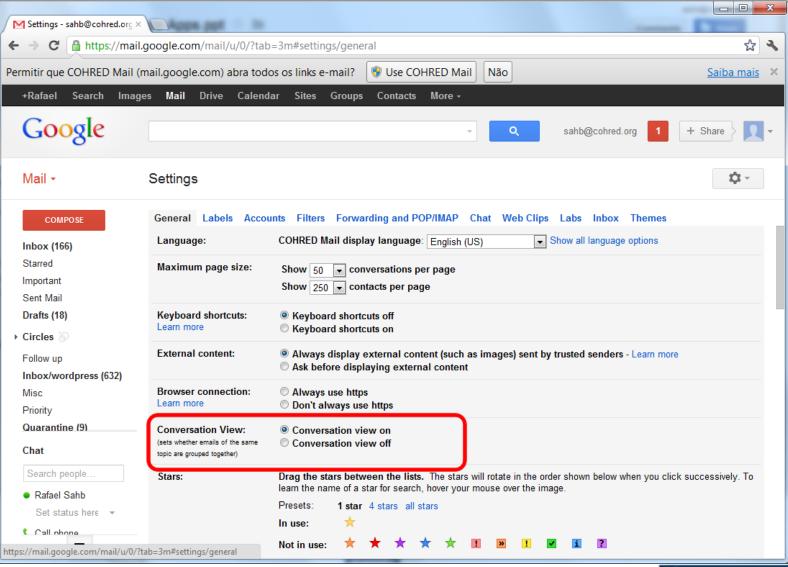


#### **Google Mail**





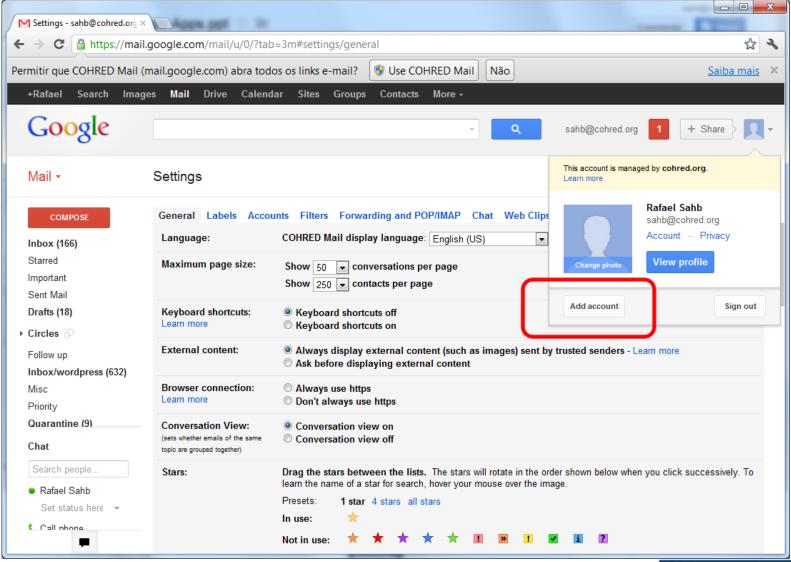
#### **Conversations Off**







#### **Add Google Accounts**





# Thank you!



