

# Simply Gmail



St. Louis Park Public Schools

## Frequently Asked Questions

*St. Louis Park Public Schools email will be migrating from Webmail to Gmail beginning July 2016.*

### Why are we switching?

- We are a Google Apps for Education district. Moving to Gmail is a logical next step to this free, cloud-based service
- All SLP employees and students have Gmail accounts - 79% SLP staff are already active users
- More integrated communication and collaboration through Google documents, including shared calendars
- Greater storage for all SLP staff
- Changes in technology capabilities now allow us to archive emails, thus meeting requirements of
  - Google Compliance - <https://support.google.com/a/answer/139019?hl=en>
    - HIPAA - Health Insurance Portability and Accountability Act - <http://www.hhs.gov/hipaa/>
    - CIPA - Children's Internet Protection Act - <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>
    - FERPA - Family Educational Rights and Privacy Act - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
    - COPPA - Children's Online Privacy Protection Act - <http://www.coppa.org/>

### What happens to my old email and data?

- Your current emails will get moved over in the migration, including sent emails
- TRASH and SPAM will not be migrated
- **Folders** will become **Labels** in Gmail
- The old email server will remain as a resource you can access until December 1, 2016. You will not be receiving emails, nor will you be able to send emails through the old server. You will be able to access all old emails and contacts

## When do I need to start using Gmail?

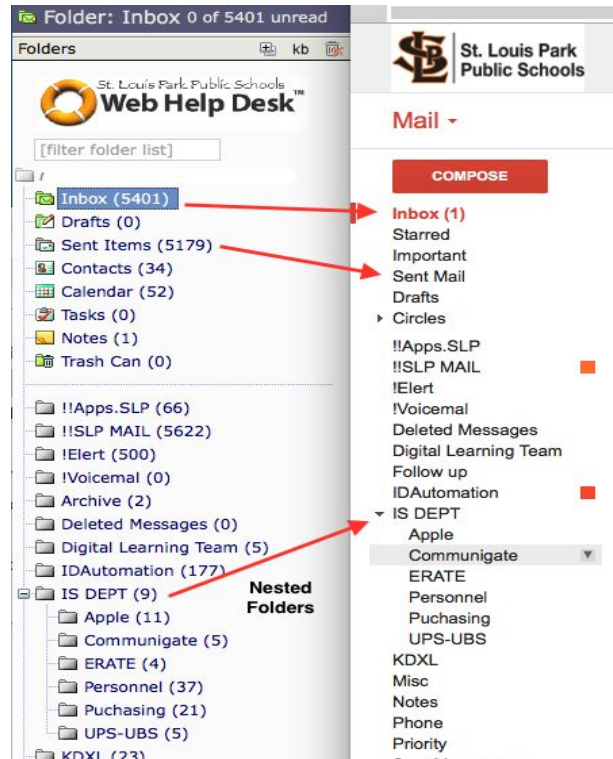
- You will need to use Google email in July

## How do I login?

- Log in with your usual password
- You may need to change your bookmark
- If you log in through Schoology, it will automatically bring you to the login page
- You can SAVE your login on your school issued device

## How will my new emails be organized?

- Your new Gmail will be organized into labels along the left hand side. These labels will have the same titles/names as your folders in Webmail. If the folders were nested, they will migrate as nested labels
- Webmail *folders* become Gmail *labels* (see screenshot below)





## Can I change the format or way I receive my Gmail?

- Yes, your Gmail account will be automatically set up in “conversation” mode. You can change that to enter your account as individual emails

If you want replies to show as individual messages in your inbox, follow these steps:

1. Open [Gmail](#).

2. In the top right, click the gear icon  .
3. Click **Settings**.
4. Staying in the "General" tab, scroll down to "Conversation View." Choose "Conversation view on" or "Conversation view off."
5. At the bottom of the page, click **Save Changes**.

To see all the messages in a conversation, click the "Expand all" button  .

- Because emails will be migrated in conversation mode, you will see a difference in the email totals for our SLP server emails and the Gmail accounts

### **Do I have to delete or clean out my emails prior to July 1?**

- No

### **What about students?**

- Staff email addresses will be distinguished from student emails
  - Staff = lastname.firstname@slpschools.org
  - Student = lastname\_firstname@apps.schools.org
- Students will continue to be able to email staff - not changing

### **What about calendars?**

- Instructions will be provided to export your webmail calendar data and import to your Google calendar—[Click HERE](#) for a written tutorial  
[Click HERE](#) for a video tutorial
- It is not required to use the Google calendar

### **If you use Google calendars, how will shared calendars work?**

- You will be able to share Google calendars
- You will be able to determine who has viewing rights to your calendar
- You will be able to do group or individual invites for meetings

### **What is my email address going to be?**

- Yes, you will have one email address...smith.john@slpschools.org; it will not change

### **What if my current Webmail address does not match my Gmail address?**

- Because all contact lists will be generated by Skyward, all staff emails will be legal names, such as moore.benjamin@slpschools rather than moore.ben@slpschools
- If your current Webmail address does not match your Gmail address, an alias will be created on your behalf
- You can not login to Gmail with your alias

### **Will I be able to access Gmail on my phone?**

- Yes, you will be able to access your Gmail account

### **What will happen to my email lists and contacts?**

- District email lists will be created through Skyward, meaning there will be an Aquila -Teachers and an Aquila - Staff list. You will not need to create these building lists

### **Can I send emails to all staff in my building?**

- Yes, all building staff members will be able to send to their site staff

### **What about sending district-wide emails?**

- Administrators and designated staff will be identified with rights to send districtwide emails

### **How will contacts and site lists be updated?**

- New staff and new students will be added to Gmail system each day through automatic updates from Skyward and Power School
- Site/district list managers will be identified and have rights to add or delete staff member

## **FAQ's about how this will be supported?**

### **What support will there be for users?**

- We have contact staff to support people in the buildings/departments. Click on your site for your Gmail contacts.  
[AQ](#) [PSI](#) [PH](#) [SL](#) [HS](#) [MS](#) [Early Childhood](#) [Lenox](#) [Central](#)  
District Office -[Nutrition](#), [Business](#), [Teaching and Learning](#), [Human Resources](#),  
[Custodians](#)
- These are people in the buildings and departments that have volunteered to help support their colleagues to the best of their ability. These are not experts, but people who have some familiarity with Google products
- You can start looking at various support resources here—[Google tutorial](#)
- Training for Google Question App in the upper right hand corner of your toolbar. That app will take you to tutorials based on the google application you are currently using. Example: If you are in gmail, the tutorials will support gmail. If you are working in google docs, the tutorials support google docs.