

# ICCS&D Exchange to Google Email Migration

Coming April 27<sup>th</sup>, 2017

# Overview

- Moving from our current email service (Exchange) to Google (Gmail)
- Switch will occur April 27<sup>th</sup>, 2017
- Exchange email, calendars, and contacts will be migrated
- Users will be able to access email at <http://gmail.com> or with Outlook
  - Outlook will require an additional configuration step

# Automatic Migration

- The technology & innovation department will migrate the most recent 180 days of email for all users
- Email will still exist on the Exchange servers, but will also be copied to the Gmail servers
- Calendar entries and contacts will be migrated automatically

# Automatic Migration: What's included?

Data	Migrated?	Notes
<b>Email messages</b>	Yes	
Folders	Yes	Subfolders not nested
Message Status	Yes	i.e., Read / Unread
Attachments	Yes	Limit: 25MB
Rules (filters)	No	<a href="#">Created in Gmail</a>
Deleted Items	Yes	
Message Flags	Yes	i.e., Follow-up
Signatures	No	<a href="#">Created in Gmail</a>

Data	Migrated?	Notes
<b>Personal Contacts</b>	Yes	
Contact Folders	Partial	Contacts, not folders
Personal Email Lists	No	<a href="#">Created in Gmail</a>
<b>Calendar</b>	Yes	
Shared Calendars	Yes	
Event Reminders	Yes	
Free/Busy Status	Yes	
Event Attachments	No	

# Manual Migration

- Used to migrate email older than 180 days
- Use guide is [available here](#)
- Video guide is [available here](#)

# Facility and Shared Calendars

- Calendars will be migrated to Google
- You can continue to use Microsoft Outlook as a calendar client
- Facility and shared calendars will be migrated as well – including all data – but users will need to re-subscribe to facility and shared calendars.
  - [Instructions are available here](#)
  - Technology & innovation staff will provide training directly to users who manage facility calendars

# Contacts

- Contacts will also be migrated to Google
- System-wide email lists – like Administrators-ESC – will continue to be available in Google
- Personal lists will need to be recreated
- Domain contacts will be available in Google

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