

## Microsoft Exchange/Outlook Transition to Gmail and Google Calendar on Friday, May 4

Many of our Kent City Schools' staff members have been using G Suite for Education (Classroom, Drive, Docs, Sheets and Slides), but have remained using Outlook Web for email and calendar. After much discussion, we have decided to fully integrate with Google, and transition from Microsoft Exchange (Outlook Web email) to Gmail and Google Calendar. Our district will still use Microsoft Office. This email/calendar migration from Microsoft has nothing to do with Office.

There are many benefits to this change:

- Everyone will be using the same tools (no more double accounts)
- **we will remove the "ke\_"** from your email address, yet any future emails will still arrive at your new kentschools.net email address.
- future emails (kent.k12.oh.us and kentschools.net) **will be sent to one place** (once the migration takes place)

NetOps and NEOnet plan to help us move our email/calendar events (including Folders) from Microsoft Exchange/Outlook to Google beginning **the evening on Friday, May 4 and through the weekend**. Between now and then, we will be providing quick, online training videos and will come to your building at times when you can receive face-to-face training.

Many of you are very excited that we are finally going "all in" with Google. Some of you may be unhappy with this change. We want YOU to know that we will work through this, and the transition will be just a memory at some point, just like the transition our district made TO Outlook Web from Sun Java in December 2009. Both Hudson Schools and Akron Public Schools migrated from Outlook to Gmail, and presented their experiences at the Ohio Educational Technology Conference recently. They were able to migrate with no major issues, and we plan to do the same.

What can you do between now and April?

- Take a little time and clean out your email account.
- If you have old emails and/or folders that you no longer need, please delete them. Otherwise, we will be carrying those emails over to your district Gmail account.

There will be a more detailed email sent to all kentschools.net users next week about this migration.