

## Staff Conversation From .com to .org Using the Chrome Browser for all Web Access

1. Staff member's name: \_\_\_\_\_
2. Contact staff member to let him/her know the migration is beginning. Notes:  
\_\_\_\_\_
3. Change staff member's password for .com to "donotuse" (without the quotes).
4. \_\_\_\_\_ Email Conversion Setup--Log on as staff member
  - a. \_\_\_\_\_ Open Apps Mail, click on gear on right, click settings, click forwarding and pop/imap.
  - b. \_\_\_\_\_ Under folder size limits, check do not limit the number of messages in an IMAP folder
  - c. \_\_\_\_\_ Click Labels. Check the "Show in IMAP" checkboxes for All Mail, Spam and Trash labels if they are not already checked.
5. \_\_\_\_\_ Total number of emails staff member has before the migration:
  - a. \_\_\_\_\_ Click the 'more' on the email overview page so all folders are shown
  - b. \_\_\_\_\_ Print email overview page
  - c. \_\_\_\_\_ Using the printout, handwrite the total emails in each folder on the page as a double check later
6. Forward email from .com to .org right before you start the conversion
  - a. Log on as the staff member in .com
  - b. Go to Mail/Settings/
    - i. Go to the Forwarding and POP/IMAP tab
      1. Click on add a forwarding address and forward all mail from the .com account to the .org account
    - ii. Go to the General tab and scroll down to the vacation responder
      1. Click on "responder on"
      2. Set the first date as the day you are doing the mail conversion -- leave the last date blank
      3. Enter the following text
        - a. Subject: The Phoenix Rising School email addresses are changing
        - b. Body: So that we can take advantage of the benefits of the Google Apps for Education (GAFE) program, we are changing our email addresses from thephoenixrisingschool.com TO the phoenixrisingschool.org. Please begin using my new email, which is [suzette@thephoenixrisingschool.org](mailto:suzette@thephoenixrisingschool.org). You do not need to re-send any email to the new address -- we are forwarding email from our .com account to our .org account so we do not miss any correspondence.
7. \_\_\_\_\_ Run Email conversion. On a windows computer, run the application named

Google Apps Migration for Microsoft Exchange. Note that when you convert GMail, it will not convert contacts or calendars. Note that this program needs a csv file with the old account information in it as well as certain parameters entered. See the document named Google Apps Migration Details for PRS for details. Note: If the conversion does not finish, you can run it again, without checking the box that you want to start over. It should pick up from where it left off.

8. \_\_\_\_ Export email filters from .com
  - a. \_\_\_\_ Open Apps Mail, click on gear on right, click settings, choose Filters
  - b. \_\_\_\_ If there are none, stop here
  - c. \_\_\_\_ If there are filter, click on Select All
  - d. \_\_\_\_ Click on Export
9. \_\_\_\_ Import email filters to .org from .com
  - a. \_\_\_\_ Open Apps Mail in .org, click on gera on right, click settings, choose Filters
  - b. \_\_\_\_ Click on Import Files -- need to see what happens when we do Jessica
10. Contacts:
  - a. \_\_\_\_ Determine if there are contacts to move
    - i. Go to mail
    - ii. Click on the mail in the upper left
    - iii. Click on Contacts
    - iv. Write the number of contacts: \_\_\_\_\_
  - b. \_\_\_\_ If there are contacts, export contacts from .com (file name staff first init, last name, contact\_export Example: mmoskwa\_contact\_export Select All Contacts and Google CSV for the export format
    - i. Go to mail
    - ii. Click on the mail in the upper left
    - iii. Click on Contacts
    - iv. Click on "more"
    - v. Click on export to export
  - c. \_\_\_\_ Import contacts into .org
    - i. Go to mail
    - ii. Click on the mail in the upper left
    - iii. Click on Contacts
    - iv. Click on "more"
    - v. Click on import and select the file you created.
11. Calendars: Logged on as .com account
  - a. \_\_\_\_ Select "Calendar" from the Apps selection icon
  - b. \_\_\_\_ Click on "Settings" from the Gear and choose "Calendar"
  - c. \_\_\_\_ Click on Export Calendars. This exports all your calendars. It doesn't ask what to name the file or where to put it. Format is email account.ical.zip -- Example: [sonya@thephoenixrisingschool.com](mailto:sonya@thephoenixrisingschool.com).ical.zip
  - d. Write the names of all the calendars in the spaces below: Need to ID whether it is a calendar owned by this person or subscribed to by this person.

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12. Calendars: Logged on as .org account
  - a. Create all the calendars in the .org account
  - b. Double click on the exported ZIP file. It will unzip and contain a file for each of the calendars you had in the .com account
  - c. One by one, import the calendars into the new .org account. To import, go to “settings” under Calendar, click on the Calendar link and then click on import.
  - d. Note that you would need to share the new .org calendar with the appropriate people -- based on the .com calendar.
13. Change the password to “newpassword” (without the quotes) and set a checkmark so the person will need to change his or her password the first time he or she logs into the new account.
14. Contact staff member to let him/her know the migration is complete. Notes:

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