

## PRE Transition Checklist for FACSTAFF Forwarding Lotus Notes

1.	<input type="checkbox"/> <b>Join the Google Apps group on Porches</b> to learn more about UDmail/UDcalendar <ul style="list-style-type: none"> <li>A. Login at <a href="http://porches.udayton.edu">http://porches.udayton.edu</a></li> <li>B. Click the “Groups” icon at the top of the page</li> <li>C. Click the “Groups Index” tab</li> <li>D. Search for “Google Apps”</li> <li>E. Select the “Google Apps” group and click the “Join Group” button</li> <li>F. Check the “Required Information” box; click “Join”</li> </ul>
2.	<input type="checkbox"/> <b>Check your Lotus Notes email at <a href="http://notes.udayton.edu">http://notes.udayton.edu</a></b> Calendar entries (from Jan. 1, 2010 forward), contacts and email stored in your Lotus Notes account will be automatically copied to your UDmail account  If you'd prefer this data NOT be copied to your new UDmail account, delete entries before 9:00 a.m. on Friday, Nov. 25

## POST Transition Checklist for FACSTAFF Forwarding Lotus Notes

1.	<input type="checkbox"/> Accept the “Google Terms of Service” at <a href="http://porches.udayton.edu">http://porches.udayton.edu</a> <ul style="list-style-type: none"> <li>A. Login at <a href="http://porches.udayton.edu">http://porches.udayton.edu</a></li> <li>B. Look for the <i>UDmail</i> channel in the middle column and follow the link to the Google Terms of Service</li> <li>C. Type the characters from the green word image into the text box at the bottom of the page</li> <li>D. Click the “I accept. Continue to my account.” button</li> </ul> NOTE: pressing “Enter” on your keyboard will <b>not</b> accept the Terms of Service
2.	<input type="checkbox"/> Move emails from your other account(s) to your UDmail using the Gmail import tools: <a href="http://mail.google.com/support/bin/answer.py?hl=en&amp;answer=56283">http://mail.google.com/support/bin/answer.py?hl=en&amp;answer=56283</a> <input type="checkbox"/> Set UDmail as your default mail program (visit <a href="http://go.udayton.edu/setdefaultmail">http://go.udayton.edu/setdefaultmail</a> for directions)  OR  <input type="checkbox"/> Forward your UDmail to an alternate email application  NOTE: Mail residing in your Lotus Notes account may migrate to your alternate email address if you forward mail prior to Dec. 9, 2011 <ul style="list-style-type: none"> <li>A. Forward and delete incoming mail: <a href="http://mail.google.com/support/bin/answer.py?answer=10957">http://mail.google.com/support/bin/answer.py?answer=10957</a></li> <li>B. Forward and delete emails already in your UDmail account (from the “All Mail” view): <a href="http://mail.google.com/support/bin/answer.py?hl=en&amp;answer=6586">http://mail.google.com/support/bin/answer.py?hl=en&amp;answer=6586</a></li> </ul>

Problems? Questions? Call the UDiT Help Desk at 937-229-3888