



Google Mail and Calendar will roll out on June 13<sup>th</sup>.

We are excited to announce that Palm Beach County Schools will soon move its email and calendar platform from Microsoft Outlook to Google Mail and Calendar. The benefits with the new Google platform are many:

- a robust and innovative feature set
- ability to access email and calendar services from any Internet-connected computer
- much more storage capacity
- lower infrastructure and support costs
- ease of use
- efficiency of mail documentation

For the last several months, we have been in a pilot mode with approximately 400 individuals who have provided invaluable feedback to assist us for a successful deployment. Below is a timeline of deployment activities for District and school personnel. Key to the success of the deployment is to have all District and school employees trained in Google EMail and Calendar before the “Go Live” date.

<b>DATES</b>	<b>ACTIONS</b>
April 12 – June 10	All Employees Complete TrainU Training: <a href="http://trainu.palmbeach.k12.fl.us/login/">http://trainu.palmbeach.k12.fl.us/login/</a> (search for Google Resource Center)
May 30 – June 10 and Week of Aug. 15	(optional) Face-to-Face Offerings: Register through: <a href="http://trainu.palmbeach.k12.fl.us/login/">http://trainu.palmbeach.k12.fl.us/login/</a>
JUNE 13, 2011 GO LIVE DATE!	All District PERSONNEL will begin to use GOOGLE EMail as for their EMail and Calendar (Outlook will be “read only”)

### **What are the details of the training?**

We have created the Google Resource Center in TrainU to provide all district users access to training, support and communications resources. (To access TrainU, type trainu" on the Internet line, sign in and then search for Google Resource Center in the course catalog.) It is available at this time. We are keeping various learning styles in mind as we develop training which include videos, documents, FAQs, and other training materials. Additionally, there is a poster available under the User Support area of the Google Resource Center for promotional use at your school.

Face to face offerings are available May 30 – June 10 and the week of August 15. Registration for the week of May 31 is now open through the TrainU site. Training will be provided at key group meetings in order to reach larger groups of people such as: Tech Ambassadors, Project SMART, Principals Institute and Math Pre-School.

We will go live with Google EMail and Calendar on June 13th. Your new logon information is available in the Google Resource Center and will also be communicated during the Face-to-Face training offerings.

### **How does my email get migrated?**

Prior to the June 13th date, your email and calendar information from MS Outlook will be copied to Google. Because of the volume of data, this is an extensive effort and will take weeks for all District employees. On the weekend of June 10th there will be another e-mail migration process to ensure information gets migrated. On June 13th, all employees will be live on Google. After June 13th, MS Outlook will be available as "read only."

### **Where is the best place to turn for questions and communication?**

The Google Resource Center in TrainU will serve the following two functions:

1. Training – All training videos, documents, FAQs, face to face sign up, information on In-Service Points, etc
2. Communications – All communications related to the Google Email and Calendar project will be located in the Google Resource Center. As an example there is a poster available for promoting the Google Resource Center at your school/facility. It will be key for employees to look to the Google Resource Center for login and migration information especially those who may not log in until next school year.

Once you have reviewed the information provided and explored the Google Resource Center, feel free to call Denise Murphy PX25920 or 561-357-5920, the contact person for questions and concerns.

**Where is the Google Resource Center?**

Go to TrainU,

<http://trainu.palmbeach.k12.fl.us/login/>

From the course catalog select “Google Resource Center.”

