Email Migration Review	PLEASE COMPLETE YOUR REVIEW BY **4/24/24**	All access to your old Outlook emails will be discontinued on **Thursday April 25th**
Our Google for Education account is listed under our School	**" iarecoveryhs.org"**	So you may see this when you log into your google account
1. Log into your Gmail Account using your @nrcollab.org email address. You will need to use your Google password.	**Not your old email password.** You can access a link here on our website:	**Log into Gmail**
2. Review your Inbox, don't forget to look at the arrows on the upper right side of your screen. It will show you the number of emails in the inbox.	Click on the More option under your inbox and you should see "All Emails"	You will now see every email in your account. Again notice the arrows at top of screen
3. Under your Inbox, Click on the Labels option and all of your lables will show up.	Labels are your Folders. They now have Inbox_Foldername	You can hide the Labels you see by using the Tool icon at top of screen and clicking the See All Settings
4. You can modify your gmail settings, setup your signature etc by clicking on the tool icon at top right side of screen. Click the "See All Settings" option and then you will have access	Add a signature, change the default Conversation to "No Conversations" if you want to see your emails as individual items. Be sure to save at bottom of page.	This is where you will also find the option to set Out Of Office messages as needed.
5. If you are missing any emails you can log into your old email account and print them off.	If you have a large amount missing you can update your information on the Migration Issue worksheet and it will be reviewed.	Check your calednar and contacts if you used those features.
6. When you start to type in an email you will not find the previously used email address populating on the To line.	This is not an error, it is something that is called Cached where an items is saved in the system, so they were associated in your Outlook account.	After you have sent one email to someone in the gmail you should now start to have them appear when you type them.
7. You can view your old emails in your Outlook via the web option. You can't sent anything from this account, as our system is now setup in Gmail.	Do not use your School account to send any emails. The school accounts are strictly to allow you access to the Google Education Functions.	Always use your @nrocllab.org
8. Remember to upload files that you may have had on your computer/network folders to your Google Drive	This will enable you to open them in either Google Doce (word files) or Google Sheets (excel files)	If you put files in your One Drive you will need to move them to the Google Drive
9. Remember if you don't' know how to do something check the shared google drive for the How Too's	You can always "Google Your Question"	When all else fails submit a ticket using the IncidentIQ ticking system.