

# G-MAIL IS COMING!

We recently notified you that the district is moving from the MCOE Exchange Mail to **Gmail / Google Apps**. The migration date has been set for:

**WEDNESDAY, APRIL 20, 2011**

With the migration to Gmail, you will have a new email address using our new @shorelineunified.org. A list with everyone's new email address is attached. As of April 20<sup>th</sup>, all emails sent to your old email address will be forwarded to your new email address.

Your new email address and login will be in the following format:

Your username: **firstname.lastname**

Your Passcode: **Your current password x 2** (For example, if your password is "john123", your new password will be "john123john123")

Your new email address: [firstname.lastname@shorelineunified.org](mailto:firstname.lastname@shorelineunified.org)

To see your new email, sign in to Shoreline Unified School District Email:

<http://mail.shorelineunified.org>

In the login box, input your firstname.lastname (remember the dot between your first and last name), hit tab, and input your password (remember it's your old password typed in twice with no caps and no spaces).

You can view and start using your Gmail account now. However, until April 20<sup>th</sup>, there is no forwarding of emails that are being sent to you. On April 20<sup>th</sup>, the forwarding feature will be switched on. The forwarding feature will be available until the end of the school year. **It is important that you notify people who send emails to you of your new address.**

Attached are some user guides to help you get started. The following link will get you to video tutorials that may help as well. The user guides and link to the tutorials will be posted on the district website.

<http://learn.googleapps.com/training-calendar/quick-video-clips>

Should you have any questions, please send an email to tech support: [john.bjorklund@shorelineunified.org](mailto:john.bjorklund@shorelineunified.org)