

GroupWise to Gmail Migration, July 2012

WWPS will have its own Gmail site where users can login to the new mail service and access all that Google Apps for Education has to offer. You can login by entering your former GroupWise username and a **temporary password**. For the password, please call the District Office front desk at 509-527-3000 or email sjacobson@wwps.org. Login to the new email system at this URL: <http://gmail.wwps.org>

Walla Walla Public Schools
Partners in Learning
Welcome to Wall

Sign in to your account at
Walla Walla Public Schools

Username: @wwps.org

Password:

Stay signed in

[Can't access your account?](#)

Less space

Welcome to

- Keep
- Keep
- Send

New! One Building a Check out

You can also login to the world wide Gmail site. This is the site you are taken to when you click on Gmail links on the internet. If you login here, <http://mail.google.com>, you will need to type your entire email address.

Sign in Google

Username

Password

Stay signed in

[Can't access your account?](#)

In either case, the first time you login, the Gmail system will ask you to do a couple things, including setting a new password. **It is very important that your new password cannot easily be guessed or hacked.** Please do not use normally spelled names or words. One idea is to add numbers or replace letters with numbers to make it more difficult. Pretty much everyone in the world will have the ability to try their hand at hacking your account, so please do not make it easy for them.

You can configure your account views and other settings after you get logged in. Later in the summer, we will send out a help sheet about this.

GroupWise to Gmail/Google Apps for Education Transition FAQ

Q: When is the switch to Gmail effective?

A: The planned switch to Gmail is late in the evening of July 17 and early in the morning of July 18, 2012.

Q: How do I get to Gmail?

A: You may use any web browser, such as Internet Explorer, Firefox, Chrome or Safari. The site is: <http://gmail.wwps.org>. Also, the Staff Webmail link on the district web page will point to Gmail instead of GroupWise. We will attempt to have a link on your district computer as well.

Q: May I continue to use the GroupWise software if I prefer?

A: No, sorry, Gmail is accessed primarily through a web browser. While it is possible to use other software to access a Gmail account, the advanced features we will be using are only available through a web browser.

Q: Where do I have to be in order to access Gmail?

A: You may access Gmail from anywhere you have internet access. You may even setup your smartphone for access to your Google mail, calendar and contacts, without the necessity of involving the district's Technology Department.

Q: Will my email address change?

A: No, all users will keep their current email address (which is typically firstname.lastname@wwps.org).

Q: Do I need to let anyone know I am moving to a new email system?

A: No. Any messages that are sent to you after the switch will go to Gmail automatically.

Q: Are all of my email messages going to be transferred to Gmail?

A: Yes, your GroupWise mail, calendar and personal address book will all be migrated to your Gmail account.

Q: Will the existing school and all-district email groups still be available?

A: Yes.

Q: Is Gmail secure? Is the Gmail service reliable?

A: Google's infrastructure is far more reliable and secure than what is possible with our current resources. This link explains Google security and privacy policies: <http://www.google.com/a/help/intl/en/edu/privacy.html>

Q: Are there any training materials on the new email?

A: Google has a site dedicated to helping teachers and students use Google Apps for Education: <http://edutraining.googleapps.com/> . Specifically, you can access the training for email at <http://edutraining.googleapps.com/Training-Home/module-2-mail> .

Q: Previously, I had my smartphone configured to access my WWPS email. Will that setup change? Or, I want my smartphone to access my WWPS email now for the first time.

A: Any Android, iPhone, iPad and BlackBerry users will be able to use the Gmail client for their phone to connect to the Walla Walla Public School District Gmail. See below for directions on connecting your devices.

Q: What if I already have a Gmail account?

A: Your WWPS Gmail account will be a separate, new account not related to the personal account(s) you may already have. You can sync multiple accounts on your personal devices (phones, tablets, etc.) as well.

Q: Why is the Walla Walla Public School District transitioning to Gmail?

A: The Walla Walla Public School District is switching to Gmail as part of a larger implementation of Google Apps for Education. It is a free service provided by Google to allow creation, collaboration, and sharing by students and teachers. (Some students may be added in the future, but at this point there are no plans for which grade levels or when). By switching to Gmail, the Walla Walla Public School District saves money and resources that would be spent housing and maintaining the GroupWise system. The move to Gmail also allows for significant growth and flexibility for users.

Gmail Smartphone/Tablet Syncing Instructions

*Note: Please be sure to login to your new Gmail account on a computer **first** and change your password **BEFORE** taking any of the steps below.*

Android

- 1 - From your main screen, press the menu button and select Settings, then Accounts & Sync.
- 2 - Select Add Account, then Google.
- 3 - Step through the Wizard for adding your Google account, and make sure you select Already have a Google Account.

iPhone/iPad

- 1 - Settings
- 2 - Mail, Contact, Calendars
- 3 - Add Account
- 4 - Select Gmail
- 5 - Enter information for your account and hit next
- 6 - Select what you would like to sync and press done

BlackBerry

Technology will assist the BlackBerry users in connecting their phones to the new Gmail system if they are currently syncing with GroupWise, which occurs through a BlackBerry Enterprise Server. If you do not currently sync your BlackBerry with Groupwise through the Technology department, you can follow the steps below. Note that the steps below do NOT require a corporate data plan for your BlackBerry, which could save you a few dollars on your cell phone bill.

- 1 - Point your BlackBerry Internet browser to <http://m.google.com>
- 2 - When that page loads DO NOT click the Install program. Instead, scroll down and click on the "Mail" program and proceed with downloading that.
- 3 - If you also want to sync your calendar and contacts then go to the same page, scroll down to the "Sync" program and proceed with downloading that.
- 4 - Once you install them you will have 2 new icons on your BlackBerry (depending on how new your phone is, these may be located under a "download" folder on your phone. In that case you can move the icons to your Main folder).
- 5 - The red envelope icon is your Mail, so you won't use the original BlackBerry mail icon for your Google mail. The first time you click this icon you have to login with your FULL wwps.org email address and your Google Apps password.
- 6 - When you click the Sync icon for the first time, you also have to login with this same info, but then you have to click your menu button and go into "Options" to tell it so sync your Contacts and/or Calendar.