

Google FAQs

Question	Answer
What will my new email address be?	Your email address will no longer contain “zimbra”. So you will have one email address: <your user name>@naz.edu
What will my new password be?	Your MyNaz password, which is the same password that you periodically set in http://auth.naz.edu or at your PC's login prompt. Your email no longer will require a different password.
What username should I use?	Your username remains the same, but you will login with your full email address if prompted to do so.
What is the url of our new account?	A link is easily found in Quicklinks on the college home page as “Google Apps”: https://mail.google.com
What browser should we use?	Any browser will work .
What if I already have a personal Google account ?	This account will be completely separate from any other account you might have.
I am worried about confusing my personal Gmail with my Nazareth Gmail. Any suggestions?	Set a different Theme for each. You can upload a personal picture for a background theme, so make each account easily identifiable.
Are our new accounts on the same system as the present student Google Apps ?	No, they are actually two separate systems, thus the difference in email addresses. (students are ...@mail.naz.edu) They share the same basic features, but are in no way connected.
What will happen to all of my mail in Zimbra ?	All mail in your present Zimbra account will be ported over into your new Gmail.
What about all of my folders ?	They too will be ported, but now referred to as Labels in Gmail.
Will I lose any of my address books ?	No, they will all be ported into the Contacts where you will be able to manage them.
What happens if people still send to my “ zimbra.naz.edu ” address?	That mail will still come into your in box in Gmail, but it is advisable to inform others of the change for future reference.

<p>Will my Zimbra account still be available to me after the cutover date?</p>	<p>It will for a short while. However it will be “read-only” and it will display a new color scheme to highlight the change.</p>
<p>What happens to all of my archived mail that I had to remove from Zimbra because I was over my quota?</p>	<p>If you have at some point created offline Zimbra archive files (.tgz extension) in the effort to conserve account space, you must first import these files back into your Zimbra account. If you wish to retain this data in your new Google Apps account, you will need to contact the Technology & Media Service Desk for assistance.</p>
<p>Is there a quota in Gmail or Drive?</p>	<p>Google has just announced unlimited storage space for Google for Education! However, diligence in managing your account is always advisable and will make organizing and searching much easier. You now have unlimited storage for email and documents in your Nazareth Google account.</p>
<p>Is there a file size maximum for attachments in Gmail?</p>	<p>Although Gmail allows for a 25MB limit to messages, it is strongly advised that you consider utilizing your new Google Drive in place of attaching documents to email. This is especially important if you are sending large files or sending files to large groups. You can find documentation on using your Drive for this purpose in the Drive and in the Gmail documentation pages.</p>
<p>I have a personal Google account and see dozens of Google apps. I don't see them all in my new Nazareth account.</p>	<p>We have selected only those apps that are most relevant for our faculty and staff to perform their roles. However, after our initial rollout, various apps will be introduced over time. Faculty and staff input on those choices will be helpful. We have selected: Gmail, Calendar, Contacts, Groups and Drive. Chats and Hangouts are also enabled.</p>
<p>Will my calendars that I now have be copied into my Google account?</p>	<p>All existing calendars and appointments will be ported into your new account. Because of the many variables involved, it will be very important for you to check carefully after the change over to verify that everything has ported properly.</p>
<p>How do we share our calendars?</p>	<p>If you created calendar shares in Zimbra you should find them moved into your Google Calendar. However, you can find instructions on setting up new shares at https://support.google.com/calendar/answer/37082?hl=en&ref_topic=1672470</p>
<p>Do we need to make any changes on our Mobile devices to synch or calendars?</p>	<p>You will need to reset your default calendar on your mobile device to your new Google Apps account. Instructions for doing that can be found on our website. http://www.naz.edu/information-technology-services/faculty-staff/google-apps-for-education</p>
<p>Can documents I already have in</p>	<p>Yes. Just set the sharing in the document appropriately and share to your other account, and you will be able to open any document from any account with which it</p>

my personal Drive be opened from my Nazareth drive?	has been shared. Or you can download a copy of a document and then reload it into your new Nazareth account.
Does that mean we can share documents with others as well.	Yes. Following the same share settings, you can share any documents with read-only or editing privileges with anyone. However, you must read the guides in doing so very carefully so as to share appropriately and in the way you intend.
Will this replace our existing shared spaces , such as FS-1?	No, secure file storage remains a top priority, so it will be extremely important to fully understand the ramifications of moving documents from a presently secure location to your Google Doc account space. A conversation with someone in ITS would be well advised before making any significant moves.
With so many tools available, is this going to replace Moodle as a Learning Management System?	No, not replace. Moodle is a full featured system which far exceeds anything Google presently has for course management and delivery. However, utilizing the powerful new features in your Google docs might provide some interesting new possibilities in collaborations, scheduling and informal communication. Moodle, however, will continue to be the platform on which all of our courses will be constructed and managed.
I have several filters set up in Zimbra. Will they be moved with the mail into Gmail?	Unfortunately, this is not possible. You will need to reconstruct your filters in Gmail. The process is basically the same, so if you done this in the past, it should look familiar.
What will happen to the tasks that I have entered in Zimbra?	Tasks are ported with everything else and can be found linked on the Mail and the Calendar pages
Can Google Apps be set up on my mobile devices ?	Yes. Full instructions are found on our website, but the TMSD workers will be glad to help with that.
Where do we go for questions and resolving problems ?	The Technology and Media Service Desk it the first place to visit, call or email. If they cannot immediately solve your problem, they will connect you with someone who can.