



Greetings from the Gmail Transition Team! Your migration to Gmail is scheduled to take place two weeks from today, on `MIGRATION_DATE`. While you will find many things familiar in Gmail, it does have some additional features and different methods of doing things than Zimbra. We are providing a variety of training options so you can use the learning style that works best for you, whether you prefer written step-by-step guides, watching a video show you a process, or working face-to-face with somebody who can answer your questions. We have compiled a set of training videos that will allow you to quickly get up to speed and learn some powerful new things you can do in Gmail and Calendar, as well as offering both workshops and drop-in sessions immediately following your transition, as well as once you've had a chance to adjust to the new world. You can see the complete training calendar here: [http://apps.carleton.edu/recs/events/?category=1398784&no\\_search=1](http://apps.carleton.edu/recs/events/?category=1398784&no_search=1).

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### ***In This Email***

- **Self-paced training and learning resources**
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### ***Self-paced training and learning resources***

- **Google's Learning Center** - This resource has excellent "quick start" guides for learning about Google products, including things like setting up your smartphone to work with your email and calendar. It is also a great place to explore and find cool new tips and tricks.
  - **Quick Start:** <https://apps.google.com/learning-center/products/quickstart/>
  - **Gmail:** <https://apps.google.com/learning-center/products/gmail/#/list>
  - **Calendar:** <https://apps.google.com/learning-center/products/calendar/#/list>
- **Lynda.com** - Lynda.com offers courses on the essentials of Gmail and Calendar. They have detailed topic outlines and their videos have written transcripts that allow you to click on a sentence and the video jumps to precisely that moment. If you have limited time or find the video moves too slowly, you can speed up the video. We suggest starting with a quick intro to how our professional Gmail will be different from your personal Gmail: <https://www.lynda.com/Gmail-tutorials/Differences-between-Gmail-Gmail-Google-Apps/435536/463843-4.html?org=carleton.edu>.
- **Gmail & Calendar built-in help** - In both Gmail and Calendar, when you click on the "settings" gear icon, you should see "help" which has a great searchable list of short how-to guides. Here are links to the full lists of help topics for the built-in help sections:
  - **Gmail:** <https://support.google.com/mail>
  - **Calendar:** <https://support.google.com/calendar>

### ***In-Person training***

- **Training Sessions** - - Introductory classes will be taught in CMC 110 at multiple times on the Friday following your migration. Each class will last approximately 40 minutes and will provide an overview of both Gmail and Google Calendar to get you up and running.
- **Guided exploration and Drop-in sessions** - we will also offer supported exploration time for you to try things out. Experts will be on hand during these times to answer your questions. These will be offered in CMC110 during the week following your migration. For a detailed schedule, please see the training calendar here:  
<<https://apps.carleton.edu/recs/events/>>

### ***Further Support***

- **SuperHero** - SUPER\_HERO has been designated as your department's local expert, or "SuperHero." SuperHeroes receive extra training, have spent time getting familiar with Gmail and Google Calendar, and are familiar with your department's workflow. Asking SUPERHERO\_FIRST is a good first step to finding answers.
- **ITS Helpdesk** - The staff and students at the ITS Helpdesk have been using Gmail and Google Calendar since mid-April and are prepared to help answer whatever questions you have. You can reach them at x5999 or via email at [helpdesk@carleton.edu](mailto:helpdesk@carleton.edu).
- **The project website** - You can find training materials, FAQs, and tips and tricks at the project website located at <http://apps.carleton.edu/recs>.

As always, if you have questions or concerns throughout this process, please don't hesitate to contact Austin Robinson-Coolidge (arobinso, x5635) or Julie Anderson (janderso, x6824).