Dear Faculty and Staff,

We are excited to inform you that we will be migrating our faculty and staff email from Microsoft Exchange to Gmail during the Summer of 2016, folding those services into Georgetown’s university-wide Google Apps for Education (GAE) account. If you recall, student emails were successfully migrated to GAE in 2013. The switch to GAE offers a number of benefits for Georgetown Law’s faculty and staff. Most significantly, Google is hosting Georgetown’s email “in the cloud” (rather than on Georgetown’s servers), and every user will have unlimited storage -- you’ll never see a “Mailbox Full” notification ever again. Additionally, unlike Outlook Web Access, GAE allows users to access all mail client services from a web browser, meaning you’ll be more efficient when working off campus. The switch to Google also means that faculty and staff will enjoy significant improvements to the functionalities of Georgetown’s other services, such as better mobile integration and access to contacts across the university that includes calendar busy search capabilities and immediate access to current student email addresses.

Why is Georgetown Law making this switch to GAE?

The decision to switch to Google for our email services was based on a number of important considerations, including security, functionality, sustainability and cost. Migrating faculty and staff email to Gmail centralizes all Georgetown email accounts (Law Center, Main Campus and Medical Center) on a single platform which equates to a streamlined user experience for the entire Georgetown community. Calendaring and collaborating with students, faculty and staff (here or across town), as well as other Google-enabled institutions will be much easier.

Some key items to note:
- We will migrate all email messages, calendar events, contacts and tasks for you
- While we recommended using a web browser (Chrome, Firefox, etc.) to manage your email, users will still be able to use a standalone mail client (such as Outlook or Apple Mail) if they prefer. Faculty and staff will receive all the necessary assistance to sync the Gmail platform with their preferred mail clients

You can expect more information and regular updates throughout the summer as the migration progresses. In addition, we are hosting two town hall meetings in May to discuss the migration and answer your questions. We encourage everyone to attend one of the two meetings:
- Friday, May 13 from 11 AM to 12 PM in Hotung 2000
- Wednesday, May 18 from 2 PM to 3 PM in McDonough 200

Meeting requests -- which will include Zoom information to enable remote participation -- will be sent separately. We also plan to record the session for those that are not able to be there in person. All information with regards to the GAE migration, including the recordings of both sessions, will be available on a dedicated web page that will be made available to everyone on Friday after the first town hall meeting.

Many thanks,

George

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