

Welcome to Google!

Setup Checklist

Overview

This checklist provides recommended actions to set up your **Mail** and **Calendar**. It highlights how to set up your account and covers the **Settings** menus for Gmail & Calendar.

The migration includes the following.

- Email - all messages in **Duluth** inbox
 - Online Archives - (*Note: Will be migrated into a folder called Microsoft Archive.*)
- Calendar - all data
- Contacts - all data
- Tasks - all data
- SharePoint / Microsoft Teams sites - (Documents *only* migrated into Shared Drives)
- OneDrive Documents - (*Note: Will be migrated into a folder called **OneDrive** inside your Google Drive.*)
- OneNote - (*Note: All OneNote users must convert their OneNotes files into Google Documents by January 31, 2025. See reference guide for [PC](#) and [MAC](#).*)

NOT Migrating:

- Email
 - PST Files

Special Notes:

- **Sharepoint** - Read only access will be available until January 31, 2025.


Set Up Your Account

Here are **Day 1 steps** to get you started quickly and easily with Gmail and Google Calendar!

1. **Log into your Google Dashboard** via <https://workspace.google.com/dashboard> to access all of your Google applications including Gmail and Calendar. You also have the option to log into Gmail at www.gmail.com. You will be prompted to log in with your Duluth Trading Co email address as your username and then you will be redirected to the SSO page to complete the sign-in process. Your password will be your current DTC account password.
 - [Gmail Getting Started Guide](#)
 - [Calendar Getting Started Guide](#)
2. **Set up your mobile device** by following the [Devices](#) instructions on the Apps Academy.

ProTip: To optimize Google Workspace performance **clear cache regularly**: Go to your browser settings (look for a three-dot icon, a gear, or "History") and clear your "cached images and files." Do this about once a month, or more often if you're experiencing issues.

Gmail Notes

1. **Labels (Folders):** If a folder in Outlook or your email client had a backslash / in the title, it is now listed as a subfolder. Expect to perform some inbox cleanup and reorganization. If a folder was empty, it was not migrated.
2. **Filters (Rules):** Check out this short video - [Gmail : Create a New Filter \(3:26\)](#). The **rules** you had in Outlook are not migrated to Gmail. To create a rule you must create a filter: <https://goo.gl/uNra84>
3. **Conversation view:** Do you prefer to keep your emails separate? Click here to learn about conversation view: <https://goo.gl/dnhzNU>
4. **Contacts (Directory):** To find the global address list, go to contacts.google.com, click on **Directory > Search**
5. **Tasks:** Any tasks that you had in Outlook were migrated to Google Workspace's Google Tasks. Features may differ from Outlook, including:
 - o Drag and drop emails directly to Google Tasks to follow up later, create sub-tasks, manage multiple lists and access them on-the-go using the mobile app
 - o Setting specific times, priority levels, status, reminders or assign reminders is unavailable
 - o Click [here](#) for more information on Google Tasks
6. **Add a Signature:** Check out this [how-to on the Apps Academy](#) or this [short video](#)
 1. Open the Email Signature Creator.
 2. Fill out the information and click **Preview**.
 - a. To add an image, you must insert it from a saved file location. Copying & pasting the image will not save it properly.
 3. Click **Accept & make default signature**.
7. **For additional changes to your email signature follow these instructions:**
 1. At the top right of your Gmail account, click the settings Gear wheel  .
 2. Select **Settings**.
 3. Scroll down to the “**Signature**” section and enter your new signature text in the box.
 4. Format your text using the buttons above the text box.
 5. Please use the same Duluth email signature template as previously used in Outlook.

Calendar Note

1. **Virtual Meeting Links:** Any virtual meeting links previously created in Microsoft Teams will need to be **recreated** in Google Meet. To recreate your recurring and upcoming meeting links in Google Meet:
 - a. **Check your Google Calendar** for upcoming meetings.
 - b. **Click the meeting event** to open it.
 - c. **Replace the old Teams link** with a new Google Meet link.

- d. **Save the event** and notify participants of the change.

Need Help?

1. We encourage you to visit the [Apps Academy](#) site to find multiple training documents, videos, recorded live training sessions, and plenty of helpful tips to assist you. Check out a few short videos to get you started.
 - [Gmail : Preview Pane \(1:36\)](#)
 - [Calendar : Find a Time \(1:17\)](#)
 - [Calendar : Reserve a Room \(1:26\)](#)
2. There will be multiple ways for you to receive support whether you are working remotely or working in an office.
 - **TALK** to a Google Guide in your area. See [List of Guides](#) here.
 - **VISIT** the project team in Mount Horeb HQ in Angry Beaver (1st floor)
 - **REFERENCE** the guides and resources available on the [Apps Academy](#)
 - **ATTEND** training sessions ([sign up here](#)) or watch the [recordings](#)
 - **SUBMIT A TICKET** online in [Service Now](#) or by phone at 844-686-3500, if you are experiencing technical issues
3. We have designated hoteling stations (near the Angry Beaver Room on the 1st Floor) to convert/breakup files starting Monday, January 13. The project team will be available to help:
 - Users with **large Powerpoint and Excel files (100MB or more)** can not be opened and used in Google. Those files must be:
 1. Converted into a PDF format (for reference only), or
 2. Broken up into smaller files so they can be “used” in Google.
 - Users with **Macs who need to convert their OneNote files** into a .doc file format for ease of transfer.