If you were a Lake employee:

Below are the basics of what to expect for the coming email migration:

- At 5:00 PM on Friday, January 3rd, you will no longer be able to log into your Google account ending in @lakeesc.org.
- After this time, you will need to log in as yourusername@escwr.org.
- Aside from the change from @lakeesc.org to @escwr.org, there will be no change to the username format. (For example, Jane Doe who previously logged in as jdoe@lakeesc.org will log in as jdoe@escwr.org)
- Your password will not be changed, and any data associated with your @lakeesc.org account (such as emails, calendars, and files) will not be affected.
- Any emails sent to your former @<u>lakeesc.org</u> address will still land in your @<u>escwr.org</u> inbox.
- A footer is being added to all emails sent from ESC of the Western Reserve accounts, which contains a line to alert recipients that your email address has recently changed.

## Other than the change in username to access your account, there is no action to take on your end.

Please <u>see this page</u> for more information regarding the migration. This information page will also be posted on the Lake ESC site, in the Human Resources section, and will be updated with additional info or clarifications as needed.

If you have questions in addition to what is covered there, feel free to contact me at <u>amedwig@escwr.org</u> and I would be happy to help.