

## Geauga ESC Email Migration Information

- New ESC of the Western Reserve Google accounts are now active for Geauga ESC staff.
  - The username format for your new account is first initial, last name, at [escwr.org](mailto:escwr.org). For example, Jane Doe would log in as [jdoe@escwr.org](mailto:jdoe@escwr.org).
  - Your temporary password is set as **Aa123456**. Please take a moment at your earliest convenience to log into your new account and set a new password.
- **Until the date of the migration, please continue to use your [@geaugaesc.org](mailto:geaugaesc.org) accounts as usual.**
- **At 5:00 PM on Friday, January 3rd, the password for your [@geaugaesc.org](mailto:geaugaesc.org) account will be reset** to a random string of characters. This reset is necessary for the migration process to occur.
  - Your old mail will begin to transfer to your new account shortly after your password is reset.
  - Emails migrated from your old account will appear in your new account under a label with the same name as your Geauga ESC email address.
  - Anyone who tries to send mail to your [@geaugaesc.org](mailto:geaugaesc.org) address after this change will receive an automated reply to let them know that your address has changed.
  - *Please be aware that while recent mail will show up quickly, the migration takes approximately a week, and mail may appear to be incomplete and not organized until the process is complete.*
- Please note that **only emails will be migrated to your new ESC of the Western Reserve accounts**. See the help page linked below for more information regarding Drive contents, Calendars, and other data that you may wish to back up.
- We will establish time in the new year for an in-person help session for anyone who needs additional assistance transferring data to the new accounts.

If you have questions in addition to what is covered there, feel free to contact me at [amedwig@escwr.org](mailto:amedwig@escwr.org) and I would be happy to help.