

Zimbra to Gmail Migration

There are two steps that you need to complete prior to having us migrate your email from Zimbra to Gmail. These steps must be completed by November 9, 2012.

If you experience difficulty, please contact your Tech Champion for assistance.

Step 1 - Register your Google Password.

Direct your web browser to sky.rioschools.org

Your username is everything to the left of the @ symbol in your email address. Your current password is the one you received in the migration email - if your password in google Docs is different (that is, if you've been using your rioschools.org account and changed the password), log in first with the 8-digit password in the email, and then change your password in the Password Self Service module (known as Sky) to the password you are using in Google. (If you've never set up your Google Docs account, you need not worry about this).

Please Log In
Password Self Service

Username

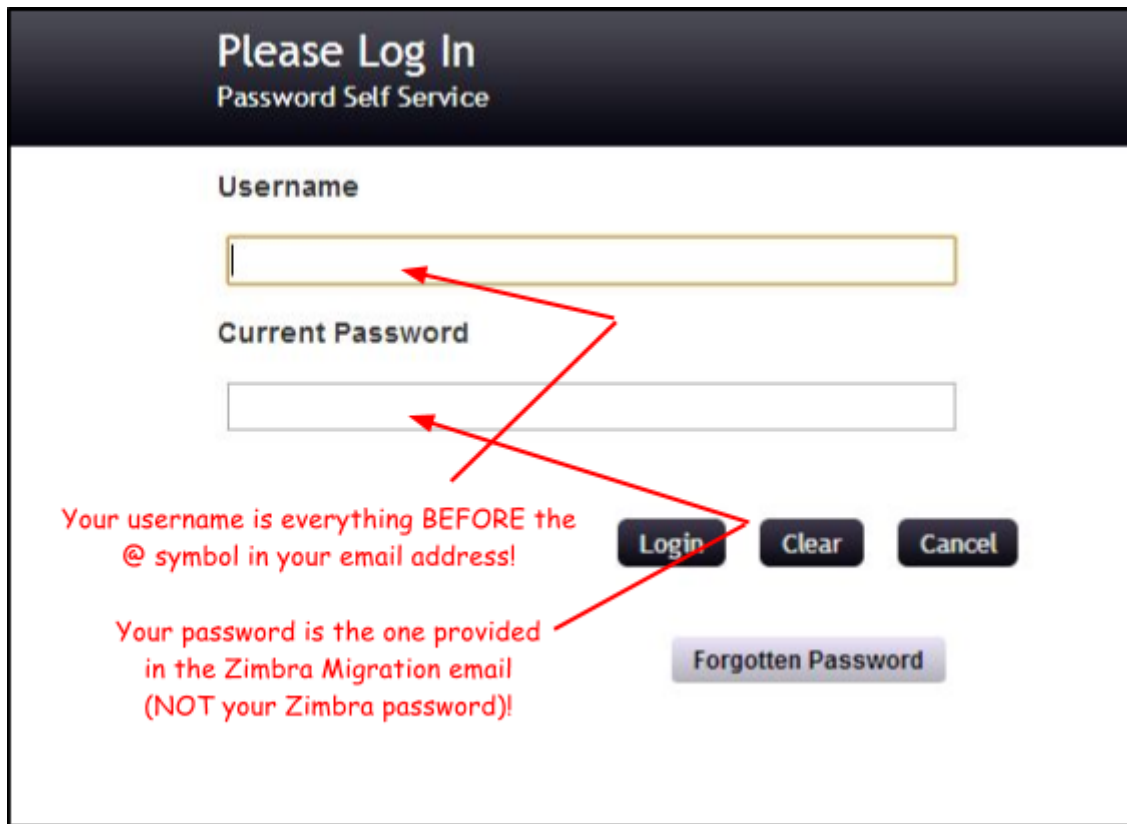
Current Password

Your username is everything BEFORE the @ symbol in your email address!

Your password is the one provided in the Zimbra Migration email (NOT your Zimbra password)!

[Login](#) [Clear](#) [Cancel](#)

[Forgotten Password](#)



Click on **Change Password** and follow the instructions on the screen (note - it can take up to an hour before this change takes affect in Google! If you can't immediately log into Google Docs with your new password, use your old one until it no longer works!):

Change Password

Password Self Service

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is not case sensitive.
- Must be at least 8 characters long.
- Must not include any of the following values: password test
- Must not include part of your name or username.
- Must not include a common word or commonly used sequence of characters.

Rules for creating a password

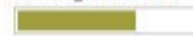
When you've created an acceptable password (Good or better password strength, and you've typed it in both windows the same way)....

Click Change Password

New password accepted, please click change password

New Password

Strength: Good



Confirm Password



Change Password

Clear

Show Passwords

Cancel

If you've never logged in before, you will need to set up Password Responses with four challenge questions - the window for setting up Password Responses will appear. Choose a question from each pull-down menu and type in the answer. NOTE - use questions and answers that you will remember but won't be readily apparent to someone else! Once you've completed this step, if you forget the answers to the questions, you'll need to submit a HelpDesk ticket to have your password reset!

The screenshot shows a web browser window with the URL <https://skyrialschools.org/8443/pwm/private/SetupResponses>. The page title is "Setup Password Responses" and the subtitle is "Password Self Service".

Text on the page: "In the event that you forget your password, you can recover your password by answering questions known only to you. Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover."

Form fields include:

- Text input: "Please type your security responses:"
- Dropdown menu: "What is the name of the main character in your favorite book?"
- Text input: [Empty]
- Dropdown menu: "What is the name of your favorite teacher?"
- Text input: [Empty]
- Dropdown menu: "What is the name of your favorite pet?"
- Text input: [Empty]
- Dropdown menu: "What was the name of your childhood best friend?"
- Text input: [Empty]

Buttons at the bottom: "Save Responses", "Clear", "Show Responses", "Cancel".

Red annotations:

- Box: "If you don't like the question, choose another from the pull-down menu!" with an arrow pointing to the first dropdown menu.
- Box: "Remember your answers!" with arrows pointing to the text input fields.
- Box: "Click here when you're finished!" with an arrow pointing to the "Save Responses" button.

When you save your responses, you'll see a confirmation screen:

The screenshot shows a web browser window with the URL <https://skyrialschools.org/8443/pwm/private/ConfirmResponses>. The page title is "Confirm Password Responses" and the subtitle is "Password Self Service".

Text on the page: "Be sure your answers and questions are correct. Check the spelling and punctuation. In the event you forget your password, you will need to type in the exact answers to the questions below."

Form fields include:

- Text input: "What street did you grow up on?"
- Text input: "What is your favorite team?"
- Text input: "What city / town were you born in?"
- Text input: "What is your favorite food?"

Buttons at the bottom: "Confirm Responses", "Go Back", "Cancel".

Red annotations:

- Box: "If these are correct....." with a "Click here" link and arrows pointing to the four text input fields.

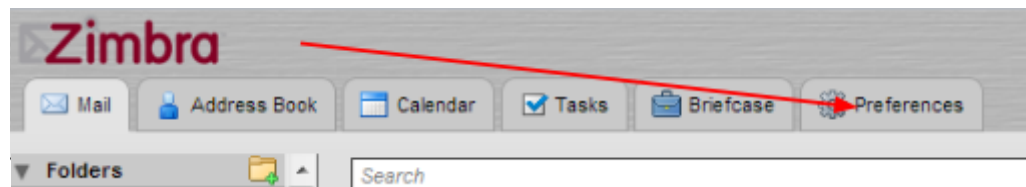
If you're happy with your questions and responses, click **Confirm Responses**. Or, click **Go Back** and make whatever changes you need.

After you click **Confirm Responses**, you'll return to this screen. Click on **Logout** (or click on **Change Password** if you need to change your password in Sky to match you password in Google Docs). In the future, if you need to change your password, you'll log into Sky as shown above, and click change password.

[A note about the Sky password manager. This system will automatically sync with your Google Docs account several times per day. Whatever your password in Sky is will become your password in Google (there could be a slight delay in timing). There is no need to reset your password in Google - use the Sky system (if you do reset your password in Google, it will be overwritten when Sky syncs!)]

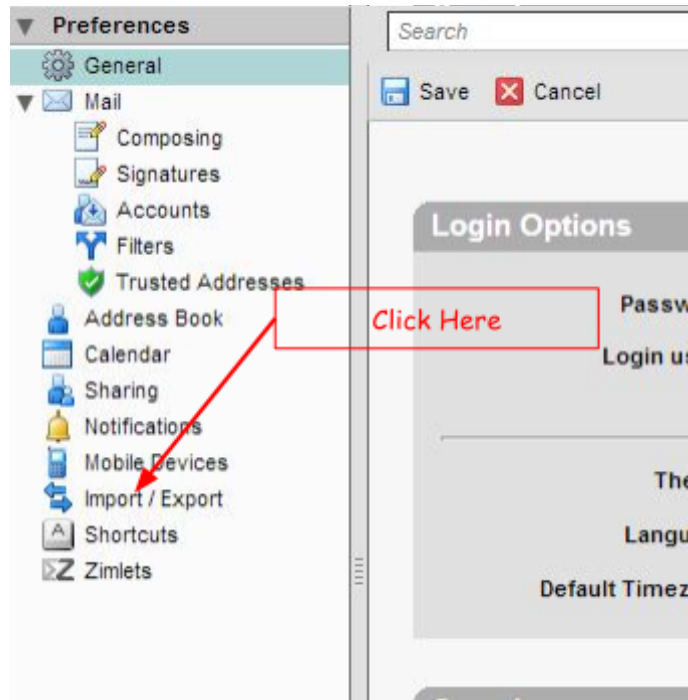
Step 2 - Migrating your Zimbra Calendar and Contacts

Log into your Zimbra webmail account. (Do not use Outlook or another email software - go

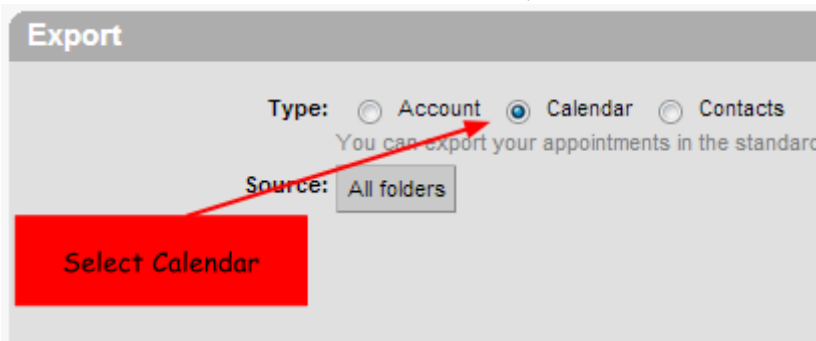


directly to the webmail site. (<https://webmail.rio.k12.ca.us>) Click on the **Preferences Tab**

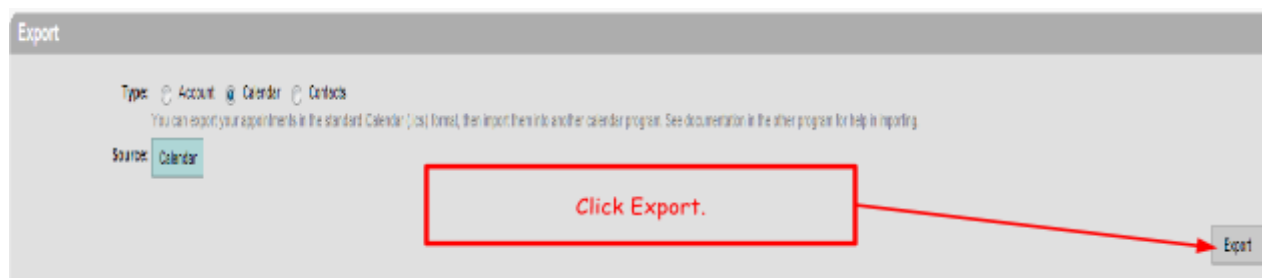
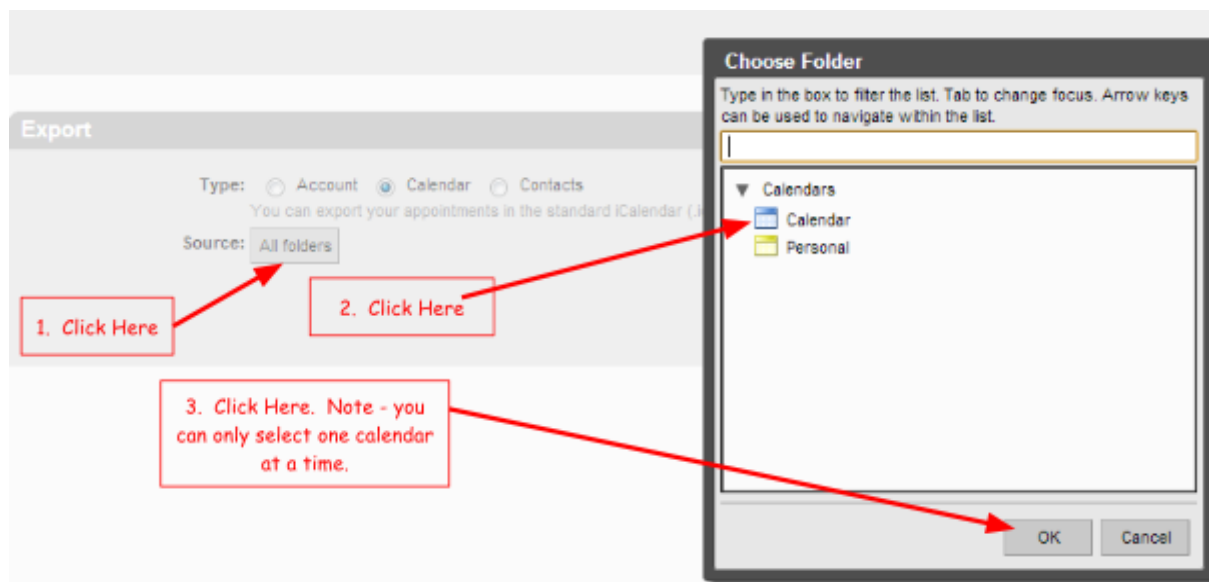
In the side menu, click on **Import/Export**:



Export your Zimbra calendar(s). (If you do not use the Zimbra Calendar, skip this step)



Note - if you have more than one calendar, you can only export one at a time. Repeat the steps below for each calendar you wish to export:

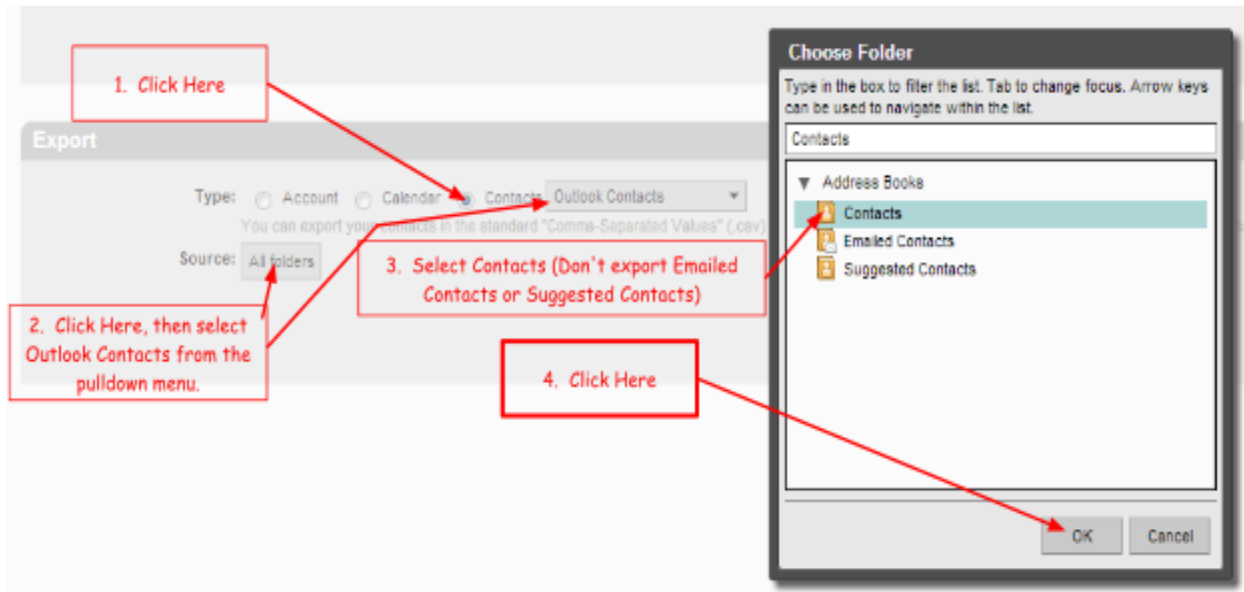


Your document will be saved in your downloads file. (If you are using Firefox, a window will pop up - click **Save File**.)

Export your Zimbra Contacts (If you do not use the Zimbra Address Book, skip this step, unless you want to save some of your commonly used email addresses in the Address Book and bring them into Gmail - see below.)

You can export your Zimbra Address Book - however, you cannot export the cached email addresses that allow you to start typing a name and the person's email address automatically pops up. For individuals inside the district, this will happen automatically in Gmail - when you begin to type the person's name, the address will pop up for you. In Gmail, however, if there are people that you regularly emailed in Zimbra who are outside the district (and that person's name popped up and you could then select the address), those names will not automatically be transferred over to Gmail. You will need to create a

contact in the address book in Zimbra and enter the person's email address in that contact prior to moving the contact file over to Gmail.



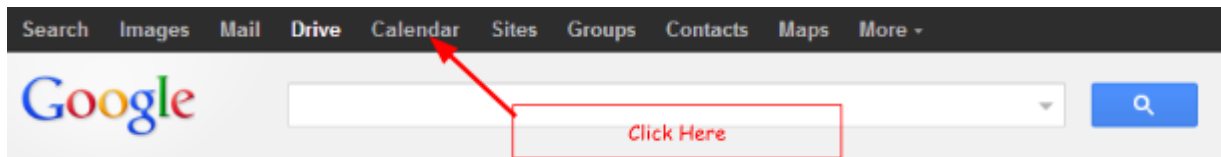
Once you've completed the four steps shown above, click **Export**. Your Address Book will be saved in your downloads folder in the same way your calendars were saved.

You are now done with Zimbra! From here on out, use Gmail - we will migrate your old email to Gmail (with the exception of what is in your Trash folder). NOTE: When you first log into your Gmail account, you'll have a number of unread emails. You can select them all and mark as read if you already read them in Zimbra.

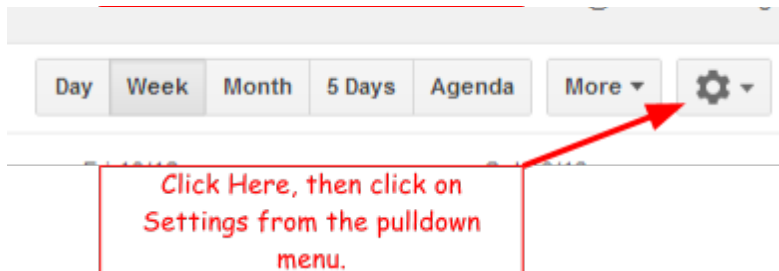
Import your Calendar and Contacts into Gmail

Log into your Google Apps account. Go to <http://docs.rioschools.org>. In the green window on the left side of the screen, enter your username (everything to the left of the @ symbol of your email address) and password in the appropriate windows. (NOTE: you only enter your username, not your entire email address in this window!) Complete instructions for logging into Google Docs can be found here: <http://goo.gl/Hhpwf>

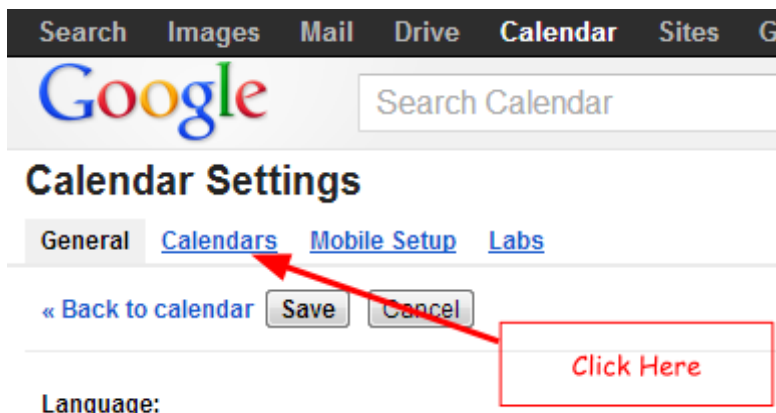
Once into your google account, click on Calendar:



Click on the wheel-like icon in the upper right portion of your screen and select **Settings** from the pulldown menu:

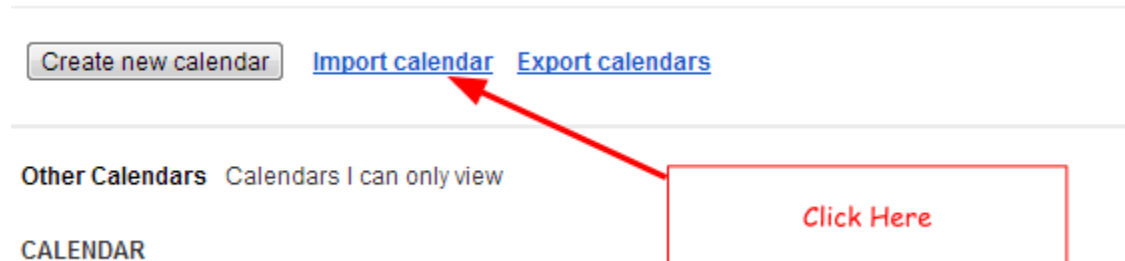


Click on Calendars:

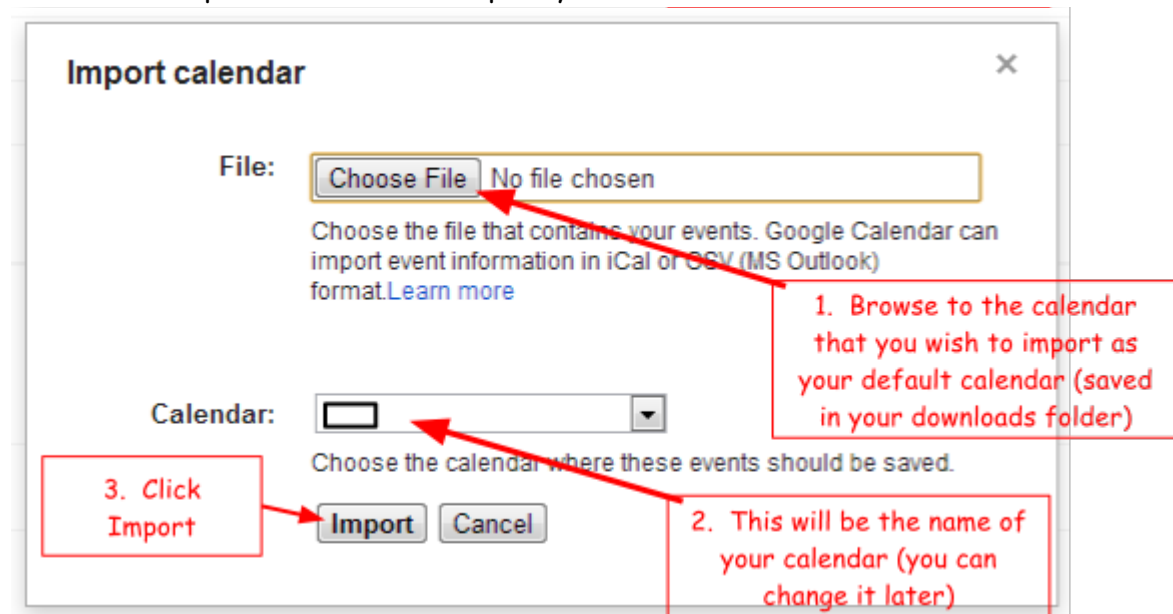


NOTE: The steps below will help you import your personal calendar into Google Docs. If you exported multiple calendars from your Zimbra account, follow these steps to import your **MAIN** calendar, and then see the steps below for any other calendars you wish to import. (Whichever calendar you import first will be your default calendar in Google Docs!)

Click on **Import calendar**:



Follow the steps shown below to import your main calendar.

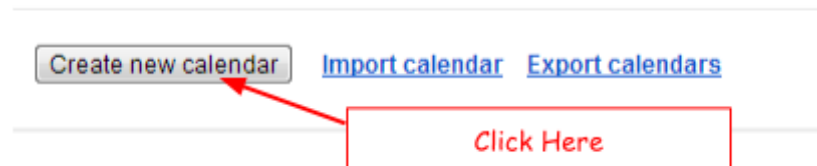


NOTE: When the import is complete, you will get a message that it is done. This message may include some Failed imports - if you have calendar invitations from another person on your calendar that you never replied to, they will not import to your new calendar (not to worry - if you never replied, they don't need to be on your calendar anyway!)

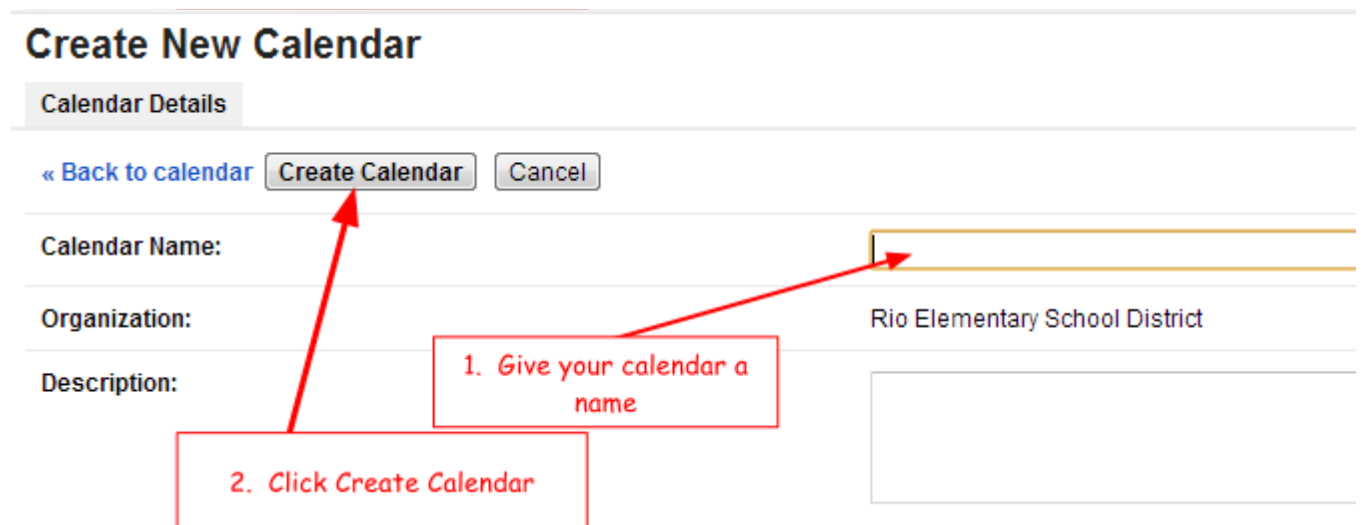
Importing extra calendars

If you had multiple calendars in Zimbra, you can import them into Google Docs by using the steps outlined above. However, you must first create a blank calendar in Google Docs for each calendar you wish to import. Follow these steps to create new calendars:

From the same Settings screen you were working from to import your calendar, click on **Create new calendar**:



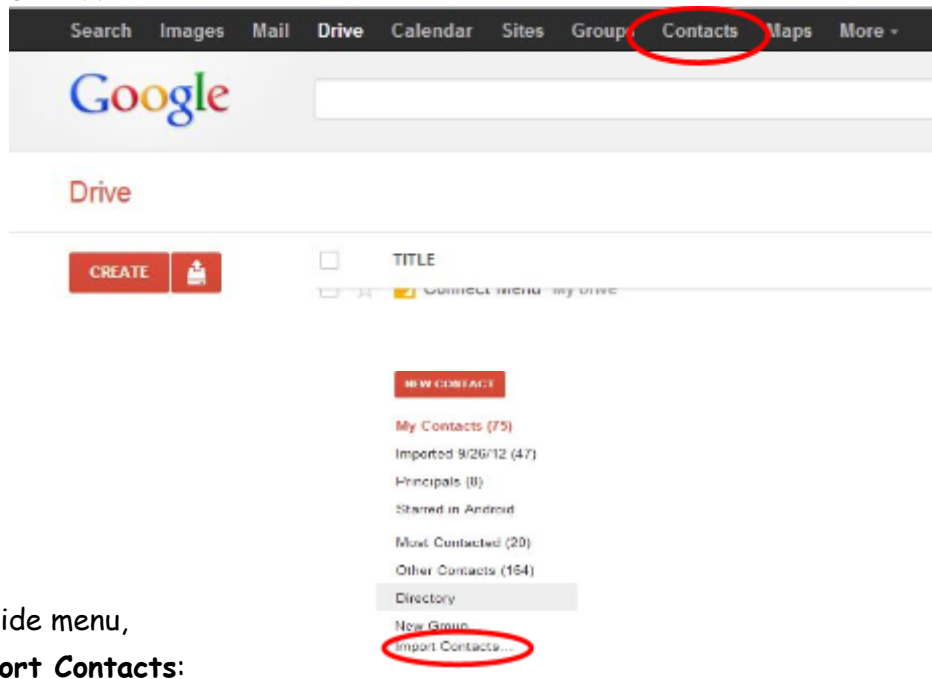
In the window that opens, Give your calendar a name. Optionally, you can add a description, location, identify people you want to share your calendar with, etc. Once you've named your calendar and added any other information you wish, click **Create Calendar**:



Once you have created a new calendar in Google for each calendar you have in Zimbra, go back to the importing a calendar process above and follow the steps for each calendar you wish to import. From the Calendar pull down menu, for each calendar you import, select the calendar you wish to import to before clicking Import.

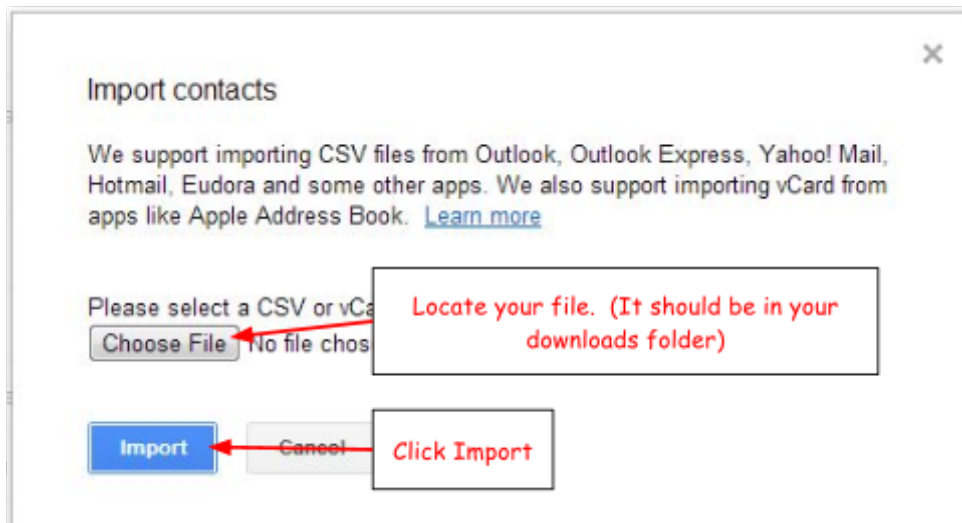
Importing contacts

In your Google Apps account, click on Contacts:



From the side menu,
select **Import Contacts**:

Locate your contacts file (which should be in your downloads folder - see Exporting Contacts above). Click on **Import**.



You're done! You can now use your rioschools.org Google Apps account for all of your document and email needs!