Employee PCC Gmail Implementation FAQ

Planning for Migration from Outlook to Gmail

When will I move from Outlook to PCC Gmail?

Faculty and Adjunct Faculty:
You will be able to schedule when you want your email account migrated from Outlook to PCC Gmail. Use the “PCC Gmail Migration Registration” link on the MyPima @Work tab to see what days are available and select a date that works for you.

Up to one hundred employees can be migrated each day. The migration window is between March 16 and May 29.

Staff and Administrators:
Campus/District Gmail Coordinators are working with business unit leadership to determine when your unit will migrate to Gmail. Your work unit will be migrated as a group along with any shared calendars. DO NOT register using the tool provided for faculty and adjuncts.

Will there be training?
Pima employees are strongly encouraged to review the video tutorials available on the @Work tab in MyPima. Topics include Understanding and Applying Google Mail, Understanding and Applying Google Calendar, and Google Mail & Calendar Delegation & Permissions. Quick-guide resources also are available for your reference.

Information sessions (lecture only) will be scheduled at each College location beginning in late March.

Hands-on sessions will be scheduled in computer labs around the District during the migration from March to May.

Will my email address change?
No. Your email will remain the same: username@pima.edu (e.g., cbonhorst@pima.edu)

What we are migrating:
We’re migrating your Outlook data as follows:

- Messages in your Outlook Mailbox (including Inbox, Sent Items and other subfolders) folder ==&gt; Google Mail
- Scheduled events in your Outlook Calendar ==&gt; Google Calendar
- Personal contacts in your Outlook Contacts ==&gt; Personal contacts in Google Mail

During your Email/Calendar Migration

Can I access my Google Email/Calendar account before migration?
No, you can't access your account until after your scheduled migration.
Can I receive email during my Outlook to Google migration?
Yes, you'll continue to receive new email messages after your schedule migration. However, these messages will appear only in your Google email account.

Can I use Outlook during my migration?
We strongly recommend that you avoid logging in to your Outlook account after your scheduled migration. However, if necessary, you can do the following in Outlook and on your mobile device:

- View email messages you received before your migration.
- View calendar events scheduled before your migration.
- View your Outlook personal contacts.

However, remember that you cannot make any changes to your data in Outlook after your migration.

Using your new PCC Gmail/Calendar account

How will I access PCC Gmail?
After your employee Outlook account has been migrated to PCC Gmail, there are two methods you can use to access email. You can use either or both methods to access your email account. With Gmail, you will always be using a web browser to get to your email. Note that you should not access your PCC email account through mail.google.com

Method 1: MyPima
Log into MyPima and click on the Employee Email icon at the top of the screen.

Method 2: Web Browser
1> Open the web browser of your choice and go to: pccmail.pima.edu
2> Enter your MyPima username and password when prompted

We will provide you with instructions on how to create short-cuts and bookmarks in various browsers to make it easy for you to access your email.

What will I need to do to complete my account set-up?
After migration, log in to your PCC Google email account and begin using it for all your email correspondence and calendar scheduling. Depending on how you currently use Outlook you might also need to complete the following tasks:

- Recreate Outlook email rules using the “filters” feature in Google Mail.
- Create your email signature.
- Set up your mobile device and synchronize your data (if applicable).

How much time will I need to spend setting up my account?
You'll be able to master the basics -- sending and receiving email and viewing and scheduling meetings -- very quickly. However, the time required to completely move over to Google Email/Calendar can vary, depending on how you currently use Outlook. For example, for a typical email and calendar migration, expect to spend about 4 to 8 hours over the course of a week or so, to take training, review
documentation, and set up your services. If you also access email on a mobile device, plan on spending a bit more time.

**Will I be able to work with my coworkers who are still using Outlook after I switch over?**
Yes, you can continue to send and receive email with your coworkers as usual. You can also view and schedule meetings with Outlook users, and even see their free/busy status.

**Will I still be able to access my Outlook account after the switchover?**
Yes, for a period of time, you can still log in to your Outlook account to view your email, calendar, and personal contacts. However, you can't make any changes in Outlook or send and receive messages from Outlook.