REIMAGINING EMAIL, CALENDARING AND STORAGE:
Preparing for the Move to Google & Dropbox

MAKE TIME FOR:

- Have a few “purge parties” to delete the “low-hanging fruit”, e.g. Carlslist and other list-serv messages. You might want separate parties for email and files.
- Consider combining email folders and plan to rely more on searching than filing.
- Zimbra Trash and Junk folders will NOT be copied to Gmail. Move needed messages to a different folder.
- Email messages larger than 25MB (total size) will have their attachments removed and placed in Google Drive. You can delete or detach in advance.
- The rules for doing automated filing (i.e. “Filters”) will not migrate, so delete unneeded ones and plan to write down email filters you’ll need to recreate. Tags will also need to be recreated in Gmail.

THINK ABOUT:

- Calendars you have shared with others will migrate, but if you have shared a personal mailbox folder, the fact that it was shared will not migrate. Contact ITS to talk about options. [note: group mailboxes like admissions@carleton.edu will work as is.]
- Review your current Google and Collab files. Who owns what? Does everything have a “responsible party?”
- Work with a departmental File Management Steward (newly defined role) to craft and maintain a new structure and to decide which types of information should be stored where (e.g. Dropbox, Google Drive, Protected, OnBase, etc).
- Be very careful about deleting Collab files as part of cleaning.
  - ITS backups go back 90 days. If there’s any chance someone might need the document later, it is better to create a dated “Delete after” folder to hold those files on Collab. A read-only version of Collab will remain for 12 months.
  - If you or your department no longer need the files, consider whether they may interest the College Archives.
- Watch for more info and training from ITS!
  - https://apps.carleton.edu/recs/