Example: the note everyone receives in week 5 of the move. What is in [brackets] is filled in for each client.

Your mail moved this weekend

For everyone at [the firm]. Two minutes to read, and one thing to do.

What changed. Since Friday evening your mail, files, calendar and contacts live on a machine that runs for [the firm] alone, instead of at [Google]. Your address stays the same: [name]@[domain].

What you do, once. On each device you use (phone, laptop, tablet) sign in once with the new password you were given. The guide for each device is at [address].

Where things are now.

Mail	[address]	**Files**	[address]
Passwords	[address]	**Photos**	[address]

What did not change. Your address, your old mail, your folders and your contacts. All of it was copied before the switch.

What did not come across. The comments on shared documents; the documents came with their content. [Anything else found in week one.]

Leave the old account alone. Do not delete it or its app yet. It keeps running until [date], so nothing is lost while anything is put right.

If something looks wrong, write to me at [address]. Until [date] your mail can go back to the old account within the hour.

Eugene Hvozdikov