

Announcement (All Westwind Staff):

Westwind Email Service Migration

Westwind School Division has partnered with Google Education Apps to replace existing Westwind Staff email with a new suite of Google hosted Email, calendar and other online services.

Effective immediately, Staff must follow procedures below to ensure their account transition and continued retrieval of staff email. (see Procedure and Support)

Effective Monday, Dec. 14, 2009: All staff will go to <http://mail.westwind.ab.ca> to retrieve their email.

To enforce the strength and stability of the communication services Westwind School Division offers, we will be migrating '[westwind.ab.ca](http://mail.westwind.ab.ca)' email service to a new Google hosted web solution for all Westwind employees effective **Dec. 14, 2009**.

As evident with our teacher laptop program, Westwind School Division supports learning and PD through a firm, yet open approach. With the help of Google Education Apps, we will be able to bridge that standard to an online email solution offering freedom to teachers/staff to take control of their collaboration efforts or just use the basic email service from anywhere, anytime.

Overview

User Advantages:

- Email addresses stay the same (ie. firstname.lastname@westwind.ab.ca)
- Any Internet connection access email and calendar services
- Users can edit their own settings (ie. passwords, forwarding, POP, etc.)
- Increased level of spam security
- Mailbox increase to 7GB (presently 50MB), Never delete an email again!
- Sync services to cellphones
- Powerful search feature for past email reference
- Outsource service. Reduce costs.

Procedure and Support

Admin, Principals, and SOS have been briefed on the upcoming changes and basic overview of this migration. **General FAQ and procedures will be addressed below and posted to www.westwind.ab.ca.**

Basic steps staff must take to ensure the retrieval of their email:

Staff must login to new website and assign themselves a password:

- a. Effective today, the 'New! Staff Email' link at <http://www.westwind.ab.ca> will be active for staff to navigate to the new email service
- b. Login with username: firstname.lastname, password: westwind
- c. Follow prompt for assigning a new password and agreeing to the user agreement.
- d. Arrive at user email interface. Email will be routed here starting Dec. 14/09.
- e. (optional) Users may import address book, setup any forwards, labels, etc. (see FAQ for details)

Westwind Helpdesk will offer support only for the web interface portion of email during the initial rollout to ensure the transition of essential services. Although enabled, we will not be supporting such items as POP, calendar setup, mobile sync services at this time.

Frequently Asked Questions (FAQ)

Q: Is my email address going to remain the same?

A: Yes. Email addresses will remain the same for all Westwind employees. (ie. firstname.lastname@westwind.ab.ca)

Q: How will checking my email be different after the change to Google Apps?

A: After Dec. 14, 2009, email will no longer be delivered to your laptop email program. (ie. Apple Mail, Entourage, RoundCube). You will now logon to <http://mail.westwind.ab.ca>. with username: firstname.lastname, password: westwind. Read all FAQ, contact your school's SOS, or [Westwind Helpdesk](#) to find out more.

Q: How do I check my email?

A: Westwind Teacher and Staff Email can be checked at <http://mail.westwind.ab.ca>

Q: What will happen to my old email? (Apple Mail, RoundCube, etc.)?

A: Your existing email will remain intact on your laptop along with your address book and email folders.

Q: What about my address book? Can I migrate it to the new system?

A: Yes, Westwind Mail supports importing CSV files from Outlook, Outlook Express, Yahoo! Mail, Hotmail, Entourage and some other apps. We also support importing vCard from apps like Apple Address Book. [Learn more](#)

Q: Can I still use my email program? ie. Apple Mail, Outlook Express?

A: Westwind Helpdesk will no longer be supporting this service. Nonetheless, POP and IMAP will be enabled. [Learn more](#)

Q: How do I create mail folders and filters on Westwind Mail?

A: Westwind Mail offers powerful label, filter, and search features. [Learn More](#)

Q: Where can I find a basic tutorial for Westwind Mail?

A: <http://mail.google.com/support/>

Q: Still want some extra help?

A: [Google Overview Video](#), also checkout other [Video Tutorials](#), or contact [Westwind Helpdesk](#)

Please contact Westwind Helpdesk: PH.403-653-5644,
<http://helpdesk.westwind.ab.ca> to resolve all other questions and concerns.

We are excited and confident this move will reinforce the foundation and integrity of Westwind's collaboration services. We hope you will enjoy this new service and take time to discover its strengths as we enter the holiday season.

Sincerely,

Westwind Technology Department