

FREQUENTLY ASKED QUESTIONS

Will we be able to access the Google applications after the migration to Microsoft Office 365?

Yes, however Gmail will not be able to send and receive emails.

How long will my files and email be available in Google Apps?

All Google Accounts will be removed on June 30, 2022.

Will my email address change?

For employees the email address isn't changing.

For students, the new email address will use the domain student.pierpont.edu instead of pierpont.edu. For example, if your email address was jsmith@pierpont.edu it is now jsmith@student.pierpont.edu

What if I add files to Google Drive after the migration?

You are responsible for getting these into Office 365. The helpdesk can provide assistance as needed. Just email help@pierpont.edu to create a support ticket.

What mail information will not be migrated?

Vacation and automatic reply settings.

What applications will I use for Email?

Your email in Gmail will be transferred to Outlook in Office 365.

What applications will I use in place of Google Meet?

You will use Microsoft Teams for virtual meetings and collaboration.

What applications will I use in place of Google Sheets?

All Google Sheets files are converted to Excel.

What applications will I use in place of Google Documents?

All Google Document files are converted to Microsoft Word.

What applications will I use in place of Google Slides?

All Google Slides files are converted to Microsoft Powerpoint.

What applications will I use in place of Google Forms?

You will use Microsoft Forms in place of Google Forms. Unfortunately, Google Forms files can't be converted to Microsoft Forms. They will have to be manually created.

Can I convert my Calendar?

Yes, this was automatically imported to your Outlook Calendar

Can I convert my Contacts?

Yes, this was automatically imported to your Outlook Contacts

Will all my emails be migrated?

Any email that exceeds the 35mb limit will not be migrated. Otherwise all your emails should have been migrated to Outlook.

Will all my calendars be migrated?

Your Google Calendar will be migrated. However, shared Calendars, cloud attachments, and event colors will not migrate.

How many email addresses per contact will be migrated?

A maximum of three email addresses per contact are migrated.

What contact information will not be migrated?

Gmail tags, contact urls, and custom tags will not be migrated.

Where can I find information on how to use Office 365?

Microsoft has lots of resources available at <https://support.microsoft.com/en-us/training> to help you with the transition.