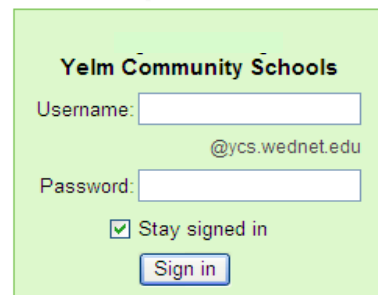


Gmail Transition

Frequently Asked Questions

How will I log into YCS Gmail?

YCS will have a special account for you to log into. On the district website, there is a link in the upper right corner where you can access it at work or home. You can save the link to your favorites in IE or bookmark in Firefox.

A screenshot of a Gmail login form for Yelm Community Schools. The form has a light green background. At the top, it says "Yelm Community Schools". Below that, there are two input fields: "Username:" and "Password:". The username field has a placeholder "@ycs.wednet.edu". Below the password field, there is a checkbox labeled "Stay signed in" which is checked. At the bottom of the form, there is a blue "Sign in" button.

Will I have the same email?

Yes. You will use your current full name email alias to login in such as john_smith@ycs.wednet.edu. Your abbreviated alias such as jsmith@ycs.wednet.edu will also work when receiving emails. No need to change any letterhead, business cards, or print materials.

Will my password change?

Yes. You will be provided a temporary password in August when you first log in. You will then be able to set your own password in the account settings. For consistency, we recommend it be the same as your Skyward.

Will I be able to keep my contact list?

Yes. You will be able to export your contact list from First Class into Gmail. You will need to recreate your "mail lists" into *Refer to instructional videos on the website for details.*

Will all my email in First Class move over to Gmail?

No. We do not have the ability to transfer email. You can export your email from First Class to your Home Directory for future reference. *Refer to instructional videos on the website for details.*

Can I access YCS Gmail from home or my phone?

Yes. This is a web-based service on the internet or from a mobile device. If you choose to attach it to your phone, it is at your own risk. The ITS department is not able to work on or support your personal devices. Google does provide instructions we will make available to you.

Where will I find documents that use to be posted on First Class?

Each department and building will be relocating these documents into a Staff Shares Folder. Both PC and Mac users will be able to access documents. *Refer to instructional videos on the website for details.*

Will I be able to access First Class when I return to school in August?

The First Class email server will be deleted by July 27. All contacts, emails, and documents must be removed before then.

How can I learn about Gmail and how it works?

Videos and tutorials will be created and posted on the website at www.ycs.wednet.edu/gmail