

## Tuesday is 'G-Day'

### Brevard College changes to Google Apps for E-mail

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Soon, moving or deleting messages to free up E-mail space will not be a monthly (or weekly, or daily) task.

Everyone with a "brevard.edu" E-mail address should have received an E-mail message this week that the college will begin its transition this weekend to the use of Google Apps for E-mail, calendar, and personal contacts. The new system will replace the Microsoft Exchange Server, which has managed the campus E-mail system for at least the past seven years.

With the new system come numerous benefits, including 7 GB of storage space—

instead of the current limits of 30 MB for employees, and just 15 MB for students. Since 1 gigabyte equals about 1,000 megabytes ... well, do the math.

Oh, and that is 7 GB of storage space for each user.

The switch to Google comes at a time when more and more colleges and universities look for ways to outsource some basic information technology tasks that traditionally had required hefty staffing and financial burdens on the local campus. A few prominent higher education institutions that have made a change to Google in this region include the University of Virginia, the University of North Carolina-Asheville, Appalachian State University, Wofford College and Vanderbilt University.

The change at Brevard is similar to other institutions' attempts to be more sustainable in the information technologies they provide. An article on MyBC about Brevard College's change to Google Apps

points out that this switch will satisfy parts of Commitments 4, 5, and 6 of the Brevard College Strategic Plan. Among the benefits are lower infrastructure costs, additional tools for collaboration, and access to services from anywhere at any time, even off campus.

Michael Fuiks, Brevard's director of Information Technology, said that while some users may find the switch a temporary hurdle, the change to Google will reap numerous rewards in the long run in improving services his department delivers to the Brevard College community.

"It is the wise thing to do," Fuiks said. "There are a lot of benefits."

The transition will take place this weekend. All users who have not already switched to the new system should have received E-mail announcing the change and a link to a "Google Apps Quick Start

See Google, p. 2

### In this issue...

#### NEWS:

ACA Race results .....	2
Anonymous 4 to visit Porter Center....	3
Voter Guide.....	4
Class trip to Cherokee Nat'l Forest.....	5
SGA Update.....	5

#### ODDS AND ENDS:

P90X = extreme pain and gain .....	6
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#### ODDS AND ENDS:

SLS Word o' the week .....	7
Comic .....	7
Chef BoyarDave's 'Lasagna' .....	7

#### THE LAST FRONTIER:

Your Horoscope.....	8
American Hero.....	8

## What you need to know about changing to Google

*Follow these steps to make the switch to Google Apps easier.*

1. Read the messages from IT this week about the change. These include a link to the Google Apps Quick Start Guide and your new password to login to Google Apps beginning on Tuesday.
2. SAVE your new password somewhere other than E-mail. New mail will no longer be delivered to Outlook or Webmail after Monday.
3. Beginning on Tuesday, open "Brevard Mail." You can double-click the new "Brevard Mail" link on your desktop, or you can access it directly online at <http://mail.brevard.edu>. Your username will remain the same. In the password field, enter the new password.
4. Follow the instructions on screen to set up your new Google Apps account. Personal contacts, calendar information, and E-mail on the exchange server will have been imported.