



# Western Regional Center

## National Oceanic & Atmospheric Administration

U.S. Department of Commerce



## OCIO Systems Support Seattle IT Updates - September 2011

### Unified Messaging Service - Google Apps for Government

- The Seattle Systems Support Team (SST) along with the other NOAA Line/Staff Offices have been working with Earth Resource Technology (ERT) and the Enterprise Messaging Committee (EMC) to ensure a smooth transition into the new UMS service. Most communication regarding UMS will come from ERT.
- **Prepare by Cleaning Up Email** on both your user account and personal storage account.
  - Delete unnecessary email
  - Purge deleted mail
  - Save large attachments to your U: drive and delete the message from mail. Messages **larger than 25MB will not migrate** to Google. (See Tip below on how to find the big messages.)
- **Timeline:**
  - **Phase I:** Pilot Users and NICE users have been migrated to Google
  - **Phase II:** Early Adopters
    - Training: Sep 26-Oct 10
    - Go-Live: Oct 11
  - **Phase III: All NOAA Training:**
    - Nov 14-Dec 14
    - Go-Live: Dec 12
- **UMS Project Website:**
  - Announcements, Schedules, Training, FAQ's, Discussion Forums and "Ask New Questions". SST encourages everyone to check out the website periodically <https://sites.google.com/a/noaa.gov/noaa-ums/>
- **Get Help**
  - The Help Desks across NOAA will be participating in training within the next month. After the Help Desk staff has been trained, all IT Help Desks will be ready to assist all users before the December 12th "Go Live Date". However, if you are in the Google Pilot or Early Adopter group and need to report a Google problem, go to the UMS Project Website <https://sites.google.com/a/noaa.gov/noaa-ums/> and click on the **GET HELP** link to submit a Help Request.
- **Training**
  - Although the training sessions are geared toward Google web, you will still be able to use Outlook if you wish. Outlook will need to be configured for Google Mail once an account has been established. ERT will provide

webinars and training sessions for all of NOAA. Stay tuned. On the <https://sites.google.com/a/noaa.gov/noaa-ums/> website, click on TRAINING for Google training videos if you want to get a head start prior to the training webinars.

- Federal Employees will take Google training from the Commerce Learning Center (CLC) website at <https://doc.learn.com/noaa>
- Contractors will be provided a link for training.

- **Calendar**

- All NOAA calendar accounts will be migrated at the same time. Therefore, Phase 1 Pilot Users and Phase II Early Adopters will have to use TWO calendars (Oracle Calendar for NOAA wide scheduling) and Google Calendar until Phase 3. After the Calendar Migration date, **everyone in NOAA will use Google Calendar.**

- **Large Email Messages** (over 25MB)

- Email messages over 25MB will not migrate to Google. Please check your mail by sorting it by size. You need to do this with any folder that may contain a large message. Save attachments to your U: drive and delete them from email.

- **Enabled Google Apps for NOAA**

- Currently, the Google Apps below are enabled for NOAA Gmail accounts. Additional Google Apps will be available after NOAA wide approval.

- Contacts
- Gmail
- Calendar
- DOCS
- Groups
- Sites
- Talk

If you have any questions, please call the Computer Helpdesk at 6377.

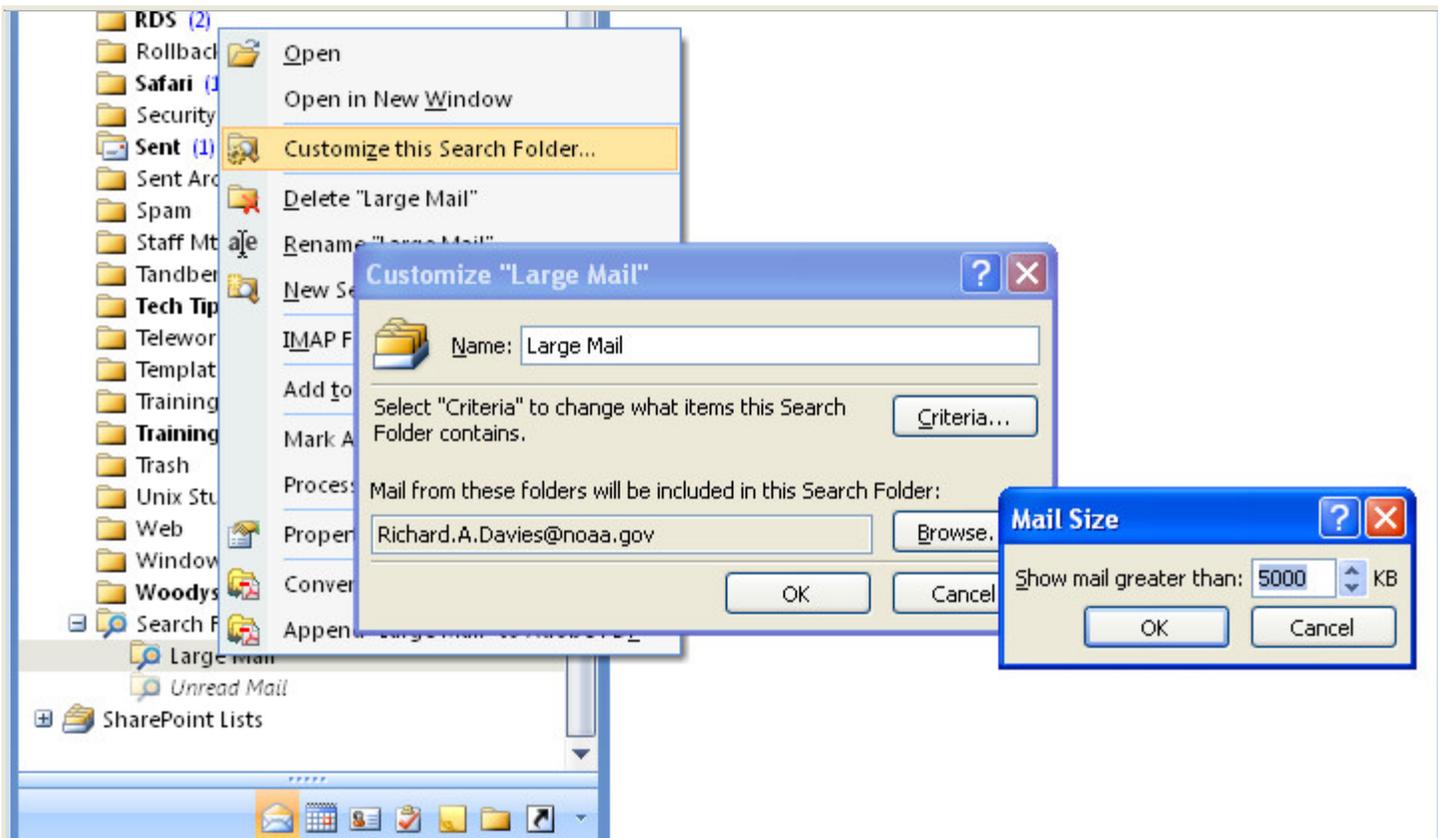
## September Tech Tips

- **Using Search Folders to find Large and Old Email**

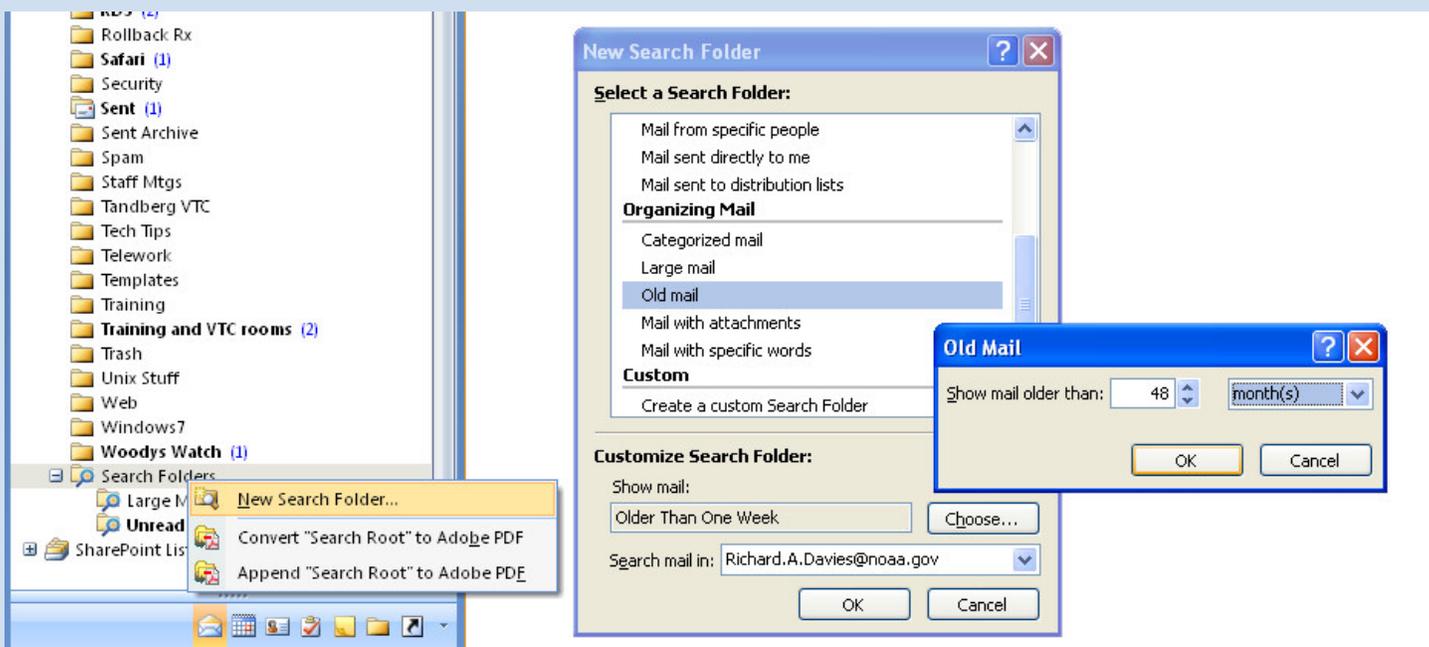
In preparation for the move to Google Apps for Government, you will need to clean your email to reduce your mail storage to less than 25 Gigabytes, (not a problem for most users) and to delete or store emails larger than 25 Megabytes. It is also a good time to remove old emails that you don't need anymore.

The easiest way to find both old and large emails is to use the tools built into Outlook. At the bottom of your list of mail folders you will find a feature named **Search Folders**. These are folders that contain the results of searches from your email and can show you Large Mail and Old Mail.

To use the Large Mail search, right-click on the Large Mail search folder and select Customize this Search Folder. In the new dialog box, click Criteria and change the size from 100 KB to 5000 KB. When you save this change, this folder will now show you all mail that is bigger than 5 MB.



To create a new search for Old email, right click on the Search Folders and select New Search Folder, then scroll down to Organizing Mail to find the Old mail option. Click on the Choose and change the criteria to show mail older than 48 months. When you save these settings you will find a new Search Folder named Older than 48 Months. The two searches were configured to search ALL of my email, but you can also select only specific folders to be searched.



5 Items  
 These Search Folders can help you manage your outdated email and keep your account small.

If you have any questions, please call the Computer Helpdesk at 6377.  
 Previous Tech Tips located at [www.wrc.noaa.gov/systems/techtips.htm](http://www.wrc.noaa.gov/systems/techtips.htm)