

Howland Staff,

The Howland District is moving away from using the @neomin.org e-mail.

This move will make it so users only have one email account and will allow us to utilize more of the Google Apps for Education collaboration features.

As part of this transition we will be renaming our Google usernames and domain from Howland.k12.oh.us to howlandschools.org for simplicity reasons.

Your new e-mail address will be firstname.lastname@howlandschools.org.

If you currently have a @neomin.org address it will match the firstname.lastname in that address.

This process is a multi-step process.

Below outlines the steps we are going to use to complete this process.

1. Rename the @howland.k12.oh.us accounts to @howlandschools.org
(ex. blevinsro@howland.k12.oh.us changed to robert.blevins@howlandschools.org)
 - All data (including Classroom data) in the @howland.k12.oh.us accounts will be transferred to the @howlandschools.org accounts.
 - As part of the email migration and to simplify things moving forward, your local network (username & password used to access your district PC) will be changed to match your district email username. For example, if my network username was BlevinsRo, it will be changed to robert.blevins. **Network usernames do not use either @howland.k12.oh.us or @howlandschools.org.**

I will perform these tasks for all users starting August 25th.

2. Forward @neomin.org e-mail to @howlandschools.org e-mail.
 - Each user will need to complete this between August 26th and August 31st. The following link has step by step instructions. <https://support.google.com/mail/answer/10957?hl=en> - Click **Turn Automatic Forwarding on or off**
3. Set up a vacation responder for @neomin.org account to notify people of the e-mail address change.
 - Each user will need to complete this between August 26th and August 31st. The following link has step by step instructions. <https://support.google.com/mail/answer/25922?hl=en>
 - Below is an example of a vacation responder.

“Please be aware the Howland Local School District will be migrating to a new email domain on August 25th. My new email address will be **TYPE YOUR NEW EMAIL ADDRESS HERE**. Please update your address book accordingly.”

4. (Optional) Export contacts from @neomin.org and import to @howlandschools.org.
 - Each user can complete this between August 26th and August 31st. The following link has step by step instructions. <https://support.google.com/mail/answer/1069522?hl=en> - Click **from a Gmail Account**
5. (Optional) Export calendars from @neomin.org
 - Each user can complete this between August 26th and August 31st. The following link has step by step instructions. <https://support.google.com/calendar/answer/37111?hl=en>
6. (Optional) Import calendars @howlandschools.org
 - Each user can complete this between August 26th and August 31st. The following link has step by step instructions. <https://support.google.com/calendar/answer/37118?hl=en> - **Begin at Step 2**
7. NEOMIN will begin transferring @neomin.org e-mails to @howlandschools.org **August 31st** at 3:00pm.
 - You will not have access to your @neomin.org account after August 31st at 3:00pm. Due to the amount of e-mail being transferred it may take significant time to complete. During the week of September 4th your @neomin.org emails will appear in your @howlandschools.org account. If after the end of the week of September 4th your email has not been transferred **AND** you must have these emails, please log and OTAR ticket for help.
 - **If you are using 2 step verification for your NEOMIN account you must disable it for the e-mail transfer to work.**

If you have any questions please let me know.