August 12, 2009

Dear Alumni,

Starting September 1, 2009 Molloy College will present Google Apps as the official e-mail and collaboration tool for all registered students and active alumni. We have partnered with Google so that we may bring you a more complete and powerful way to communicate. Google Apps is a set of software applications that includes Gmail, Google Docs, Google Calendar and much more.

Access Google Apps by clicking here: http://lions.molloy.edu/ or copy this address into your Web browser. Go ahead, it’s available now!

Please read this IMPORTANT information:

- Your email address will change from ‘username’@molloy.edu to ‘username’@lions.molloy.edu.

- While your username for Google Apps is the same as your current Groupwise e-mail username, your new password will be your student id number followed by “2009.” EX: Kevin Smith’s student id number is 12345. His Google Apps password will be 123452009. You will be required to change your password after you login for the first time.

- By October 31, 2009 you must forward any existing Groupwise e-mail you want to keep to your new “lions.molloy.edu” Gmail account.

- Employees of Molloy College ARE NOT switching to Google Apps, therefore their e-mail address will remain username@molloy.edu.

We know you are going to like Google Apps. With its great set of available resources, it won’t be long before you are more productive and working smarter. Go ahead. Start something. Sign on with Google Apps.

- Note: The username you had for the Groupwise System will remain your username for Google Apps.

- If you had a space in your username on the Groupwise system, (k smith) do not insert a space for Google Apps. Username (ksmith)

Please visit our website, http://www.Molloy.edu/Google for additional information and a list of Frequently Asked Questions (FAQ’s).