

## Introduction to Josiah Venture Google Apps

This document will help you understand the transition to Google Apps for Josiah Venture. We will explain what Google Apps is and why we have decided to move to this system. This will help you will understand what this change means to you and some of the many services that are now available to you and your team in Google Apps.

### What's Google Apps?

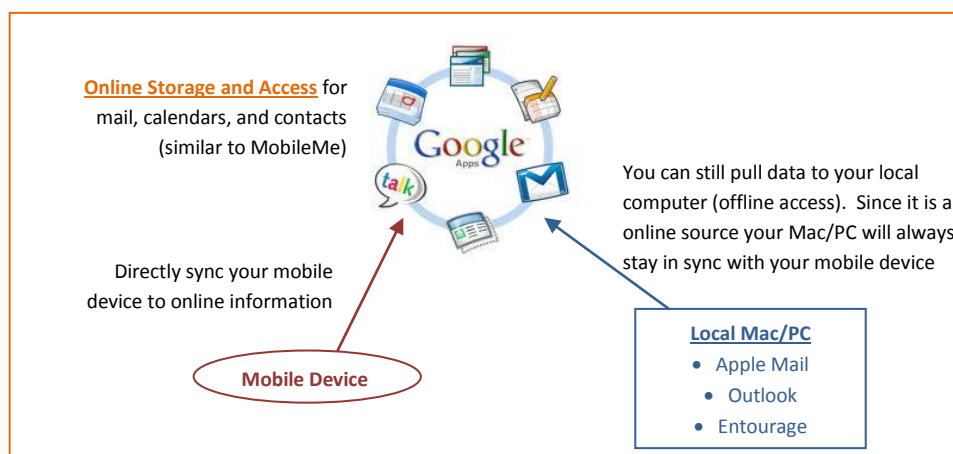
The short answer is that Google Apps will replace FutureQuest as our email server. Until this point, FutureQuest provided a place for mail to be delivered and for you to pull your mail to Apple Mail, Outlook, Entourage, a web interface, etc. This means that mail will now flow through Google's servers instead of FutureQuest.

### Prior Setup



You can now store and access your mail, as well as your calendars and contacts, online through the Google web interface, or you can continue to bring them into an email client on your computer. The Google Apps environment will be your online storage, and you can connect to that information from your mobile device and your local computer. For those of you who use MobileMe, the new Google Apps server can replace that service if you choose.

### New Setup



We also gain much more than a new email server. In making this transition we gain many new applications and collaboration that was not possible with our current systems. These include shared calendars, an easily accessible Josiah Venture Directory, real time collaboration on documents and spreadsheets, online storage of email, calendars, and contacts, etc. These will be further explained below.

## Why did we choose Google Apps?

These are some of the reasons we chose to move to Google Apps:

- **Google Apps is free** – Google provides these services to Josiah Venture for free because we are a non-profit. The only cost to us is in the event we need additional storage or we decide to purchase additional services.
- **Google SPAM filters** – As many of you are aware, there is quite a lot of SPAM that has come through the FutureQuest servers. Google has much better SPAM filters, so those emails will no longer reach your inbox, but will be sent to a separate SPAM folder or eliminated all together.
- **Collaboration** – Since we are spread across two continents and 11 Eastern European countries, it makes it difficult to stay connected and work collaboratively. With Google Apps, we have access to shared calendars and contacts, Google Docs, Google Talk, Google Wave and Google Sites. Many of these services will be explained in other documentation.
- **A possible replacement for the JVHub** – With Google Sites, we may be able to move our JVHub into this new environment. This will allow you to access most of your Josiah Venture information (email, calendars, directory, HR forms, conferences, etc.) from one portal.
- **Innovative solutions** -- We can leverage the ongoing creative and technical solutions of the Google Apps platform to provide Josiah Venture with powerful, easy-to-use tools.
- **Access anywhere, anytime** – A key benefit of the Google-hosted solution is that we can access email, contacts, and calendar from any computer or mobile device with an Internet connection, anywhere in the world
- **Instant messaging** -- Because Google Apps includes Google Talk, we can now implement an instant messaging system for Josiah Venture

## What exactly does Google Apps include?

Here are some of the key benefits we think you'll enjoy:

- **Corporate Directory** – Using a service called SherpaTools, we can now access the Josiah Venture Directory directly from the web interface, and you can choose which contacts you want to store on your mobile device and your computer. No more going to the JVHub to get that email address or phone number.
- **A possible replacement for MobileMe** – For those of you who pay for the MobileMe service, you may find that Google Apps effectively eliminates your need for MobileMe since it offers a free online storage for email, calendars and contacts
- **Lots of storage** -- You get a full **7 GB** of online storage for your email, so you can archive all of your email online. You'll no longer need to worry about deleting messages or saving them in offline folders. Currently there is no online storage with Futurequest.
- **Easier calendar sharing** -- Google Calendar lets you and your team members quickly and easily share your calendars with each other and specify the details you want to show. Calendar sharing is a great way for you and your coworkers to keep each other informed about your schedules. Now it's easier than ever to find out if someone is in a meeting, on a business trip, or on vacation.
- **Better mailing lists** -- With Google Groups, you can manage your own subscriptions to mailing lists -- called *groups* -- without the need to make requests. You can even create your own groups for your projects, teams, special-interest groups, and more. Not only do groups make it easier to send email and calendar invitations to groups of people but they also simplify access management for your shared Google documents, sites, videos, and calendars!
- **Integrated chat** -- With the Google Talk instant messaging application, you can communicate instantly with your coworkers right from the Email interface. In addition, all your chats are automatically saved in your Email application, so you can always retrieve important information.
- **Real-time collaboration** -- Using Google Docs, you can create documents, spreadsheets, and presentations, and you and your team members can view and edit them at the same time. You can still use your Microsoft Office products as needed, but now you'll have more options for storing and collaborating on your documents.
- **Easy-to-build team web sites** -- With Google Sites, your team can quickly publish a robust internal web site on which to gather all sorts of shared information, such as documents, spreadsheets, presentations, files, and videos. You can even embed Google calendars and other gadgets on your site!
- **Powerful video sharing** -- Using Google Video for business, you can easily share videos with your team or throughout Josiah Venture for a whole new level of communication and collaboration.

## **OTHER QUESTIONS**

### **When will we make this transition?**

Brian Stephens will be meeting with a representative from your country at the 2010 Fall Conference. This will provide an opportunity to answer any questions and make sure they are aware of the changes that will be made. Following the conference, we will have dual delivery of your email to FutureQuest and to the new Google Apps server for about 4 weeks. This will give you time to make the transition and setup your email delivery. After that time, we will shut off FutureQuest and only receive email through Google.

### **Will my email address change?**

No, your email address won't change! You'll continue to receive all your email at your current address.

### **Can I migrate my current email, calendar, and contacts to Google Apps?**

Yes, we provide some options for migrating your data to Google Apps, although you might want to take this opportunity to start from scratch and manage your emails in a new way. This is completely up to you.

### **Do I need to do anything after I get my Google Apps account?**

Yes, you will need to decide how you want to receive your email, contacts, and calendar. And you will need to setup your mobile device. Don't worry, we will provide many user guides, and there are people on your team that will help you make this transition.

### **Will you provide assistance during the transition?**

To get you up to speed quickly, we'll provide plenty of documentation and training resources. Members of your team will also be available to answer your questions or resolve any issues you encounter.

### **How much time will it take to set up and learn how to use Google Apps?**

This largely depends on what you need to setup. You should plan on taking 4-8 hours over the course of a week to read the documentation, go through any training materials, and for making the transition. Again, we will be here to help however we can.