

Kerio to Gmail Conversion

Directions if you do not currently use folders in Kerio.

Louisville City Schools

On the evening of **Saturday, May 30th**, Louisville's email system will be **converted from the current Kerio system to Gmail** through Louisville's Google Apps for Education suite. Below is information about this conversion and instructions to assist you with this change.

Louisville staff currently have two email addresses:

- One address is in the **Kerio system** and one is in **Gmail** through Google Apps for Education.
- Your **Kerio email address** is in the form username@Louisville.sparcc.org
- Your **Gmail address** is in the form username@lepapps.org
- Between now and May 30th you are **encouraged to transfer any email** you want to keep from your Kerio account to your school Gmail account (directions will be below).

When the conversion is made on the evening of May 29th:

- The Kerio system will no longer receive new email.
- You will need to use your **school Gmail to send and receive email**.
- To access your school Gmail the new link will be <https://mail.google.com/a/lepapps.org> or simply use the links on the Louisville website which will be updated with the new address.
- Any Google documents you created, shared, or were shared with you will still be in your school Google Docs.
- **Note:** The conversion may take many hours, so you may not have access to email until sometime on the following day, Saturday May 31st.

Moving your email From Kerio to Gmail

If you wish to transfer emails from Kerio to Gmail you have **two options**: (1) forwarding selected email, or (2) importing all emails.

Note: Whichever method you use, if you wish to transfer any old email, it must be done by **Saturday, May 30th at 12:00 P.M. (noon)**

After that time the Kerio system will no longer be able to receive email. However if you need to get back into your Kerio account you will be able to do so until June 19th.

Option # 1 - Forward selected emails

If you have a small amount of email messages that you would like to save, the easiest option is to forward them from Kerio to Gmail.

1. In Kerio simply **click on the message** you wish to forward, and then click the "**Forward**" button in the top menu bar.
2. The email address you want to send to will be your **current school Gmail account** in the format username@lepapps.org

******Remember if you choose this option you will need to continue to forward any emails you wish to keep until the switch over on May 30th.**

Option #2 - Import all Kerio email into Gmail (That is in your inbox)

If you wish to save all of your email, you can import everything from Kerio into your school Gmail account.

1. Log into your **school Gmail account** at <https://mail.google.com/a/lepapps.org>
2. Click the **gear icon** in the top right corner, and choose "**Settings**" from the drop-down menu.
3. On the "**Settings**" screen, click "**Accounts**" from the links at the top.
4. Next click the link "**Add a POP3 mail account you own**".
5. This will open a pop-up window where you need to type in

your **Kerio email address** in the format

username@louisville.sparcc.org

6. Then click “**Next Step**”

7. On the next screen do the following four steps:

a. Enter your Kerio email **password**.

b. Change the “**POP Server**” to “**Louisville.sparcc.org**” (just take off the “email.” part at the beginning of the default text.

c. Check the box for “**Leave a copy of retrieved message on the server**”.

d. Click the “**Add Account**” button at the bottom.

8. When done you can click on your Gmail “**Inbox**” link to leave the “**Settings**” screen.

Gmail will now connect to your Kerio account and **begin importing** over all your old email. This process can take between **minutes** and several **hours** depending on the amount of email you have to transfer. As new email comes into your Kerio account it will also be imported into your school Gmail account.

Please email me at jsiegfried@louisville.sparcc.org before the switch over and at jsiegfried@lepapps.org after the switch over. We will also be redirecting the @louisville.sparcc.org accounts to your @lepapps.org accounts so you will not miss emails while we get the word out to your contacts that your new address is username@lepapps.org.