Google Workspace Program (GWP) Updates

Fall 2023 DCSS Update

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GWP Overview

Email and Calendar
Migrations

Google Storage and
Data Removal

Google Photos
Service End Date

Email and Calendar Migrations

Email and Calendar Migrations

Email and calendar service decision

o All employees and students will move to Exchange Online for email and calendars

o Virginia Tech will be migrated to Exchange Online by April 2024

o Visit the Google and Microsoft Service Changes at Virginia Tech website for additional details

Email and Calendar Migrations

How does the migration work?

- Pre-staging
  - 95% of your data (email, calendar, & contacts) will be copied from Google to Microsoft 365 Exchange Online
  - Messages stored in your Gmail trash will not be migrated
  - Employees and students using Google today will continue to work in Google during pre-staging

- Final Cutover - At pre-scheduled dates,
  - the remaining 5% of data is copied to Exchange Online and groups of users will begin working in Exchange Online
  - the Gmail and Google calendar services for these users will be disabled
  - the Google data will be held for 15 days after the cutover to ensure no issues are found

- KB: "Email and Calendar Migration Information" for additional technical details

Email and Calendar Migrations

When will my migration take place?

- Students – the entire population is moving at the same time
  - Pre-staging: 11/27/2023 to 01/07/2024
  - Final Cutover: 01/08/2024 to 01/15/2024

- Employees
  - Employees will be moving in 6 different groups
  - All employees in the same OU will be cutover to Exchange Online on the same date
  - Pre-staging dates for employees will vary based on mail sizes, i.e., we must start the migration on large mailboxes earlier than smaller ones
  - On 12/01/2023, a schedule of the migrations by OU will be available on the project website

- The MyCAT app will also be updated on 12/01/2023 to show users their assigned pre-stage and cutover dates. The app will also provide status updates to let you know how your migration is progressing.

Email and Calendar Migrations

What if I am already using Exchange Online and do not need any data to be copied from my Google account?

- Employees have the option to decline migration support

- Between 11/27/2023 and 12/15/2023, employees will be able to use MyCAT to decline migration support

- If you decide to decline migration support,
  - no Google data will be copied to Exchange Online for your account
  - your Gmail service will still end on the cutover date assigned to your OU

- **OU Admins:** Available now! OU Admins have the ability using the CAT app to set the migration support option on behalf of employees in their OUs until 11/26/2023

Google Storage and Data Removal

Google Storage and Data Removal

What is happening with Google My Drives?

- Google My Drive will remain available as a service for employees and students

- On 01/16/2024, student Google accounts will receive a 5 GB storage limit. Students above 5 GB will go read-only.

- On 03/15/2024, employee Google accounts will receive a storage limit from 5 GB (minimum) to an amount set by their departments. Employees above their department assigned storage limit will go read-only.

- **OU Admins:** Tools are available in CAT today for you to set the storage limits for employees in your OUs

Google Storage and Data Removal

Only 29% of employee managed Google Shared Drives have been claimed by departments.

What is happening with Google Shared Drives?

- Google Shared Drives will remain available as a service for employees

- Shared Drives can be created with department approval and students can be invited as collaborators

- On 02/15/2024, any Shared Drives that have not been claimed by a department will be set to a 0 GB storage limit and go read-only

- On 03/15/2024, department Shared Drives will be set to storage limit determined by the departments. Drives above this limit will go read-only

- Employees can recommend which Shared Drives should be kept and see the claim status of each drive using the MyCAT app

- **OU Admins:** Tools are available in CAT today for OU Admins to set the storage limits for department Shared Drives

Google Storage and Data Removal

When will data be deleted for Google Shared Drives?

- For Google Shared Drives, data will be deleted in the following order

  - 03/2024: Drives managed by alumni or users with no active VT relationship and who have never worked for the university

  - 04/2024: Drives managed by students and affiliates who have never worked for the university

  - 05/2024: Drives that have not been claimed by departments including drives managed by former employees or former student workers

  - 06/2024: CCS will work with departments to address any use cases where Shared Drives are exceeding assigned storage limits

  - **OU Admins:** Use CAT to identify a plan for your department's Google Shared Drives

Google Photos
Service End Date

Google Photos Service End Date

16% of employees still have data in Google Photos.

When will Google Photos be turned off at Virginia Tech?

- 01/16/2024, Google Photos will be ending as a service at Virginia Tech

- All users should use [Google Takeout](#) to remove all data from this service prior to the service end date

- All users should make sure no app on their mobile devices is still syncing photo data with their VT Google accounts

- Data left in the service will continue to count against your storage, but you will no longer be able to access the app

- [Check your storage](#) to make sure you have 0 bytes in Google Photos

Summary of Actions

Employee Actions

Between 11/27 and 12/15, use MyCAT to decline migration support

Use MyCAT to recommend next steps for the Shared Drives you manage

Use Google Takeout to empty your Google Photos storage before 01/16/2024

OU Admin Actions

Use CAT's Migration Support tool to set the default migration support option for each employee in your OU

Use CAT's Shared Drive Planning tool to claim your department's Shared Drives

Use CAT's Google Storage Management tool to set storage allocations for employees and Shared Drives

Questions