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Changes Ahead:

*Understanding the Email, Calendar, and Storage Service Changes
for Virginia Tech Retirees*

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What this information session will cover

- Why these changes are necessary
- Overview of service changes for different retiree groups
- End of Google Photos access and required actions
- New processes for dealing with Shared Drives as a retiree
- Managing your storage
- Important dates and where to get help

The landscape has changed: Virginia Tech needs to adapt

- Virginia Tech's use of 'no-cost' Google storage began in 2008 and quickly changed the way we managed file storage.
- In 2021, Google announced they were placing costs and caps on storage. For VT, these new costs are effective **July 1, 2024**.
- Microsoft is doing something similar, but their cost increases will start in July 2025.

The era of 'no-cost' or 'low-cost' and 'unlimited' online storage is ending across all cloud-based software solutions.

What factored into the service decision for retirees?

- Traditionally, Virginia Tech has provided email service as a retiree benefit, and will continue to do so.
- Along with email service, we will provide a reasonable amount of storage for all retirees at no cost to the retiree.
- Splitting retiree services based on retirement date (June 1, 2023 or before and June 2, 2023 and after) provides an avenue for newer retirees to use the same platforms as current employees while providing continuity in service for those retirees who have used Gmail for years.

Email and storage services you will receive depend on the date of your retirement:



**Retirement date June 1, 2023 or prior:
Gmail and Google storage**

This group will receive a 10 GB allocation within the Google Workspace environment, including Gmail and all applications *except* Google Photos. No Microsoft services will be provided.



**Retirement date June 2, 2023 or after:
Microsoft 365 Online services**

This group will receive 10 GB storage in the Microsoft 365 environment, including Exchange Online email, OneDrive, etc. This group will have Google Drive *access only* (no storage) to allow collaboration with those who've shared Google files.

More about email and calendars

If you are still an employee:

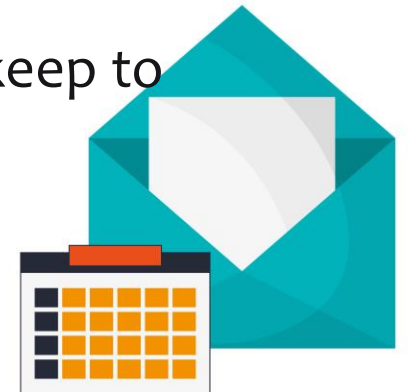
- Email and calendar will be migrated between December 2023 and April 2024 for all current employees who are currently using Gmail. Employees who already use Exchange Online may elect to decline migration assistance.
- When you retire, you will use Exchange Online to access your VT email.

If you retired on or prior to June 1, 2023:

- You will stay on Gmail and Google Calendar.

If you retired after June 1, 2023 or will retire before your department's email migration occurs in 2024:

- Gmail users: you will need to move any email or calendar data you wish to keep to your VT Exchange Online mailbox on your own.
- Exchange Online users: you will not notice changes to email and calendar.



Google Photos access is ending at Virginia Tech.

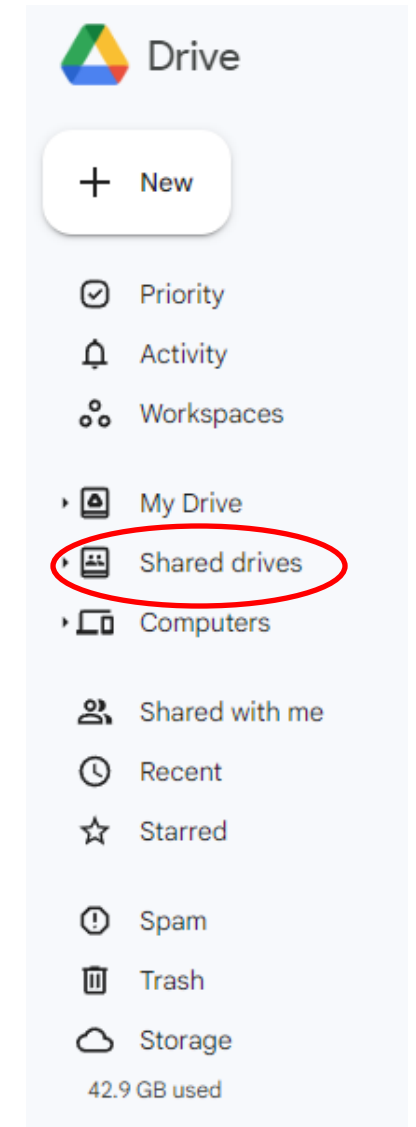
- Google Photos will be removed from our Google apps on January 16, 2024.
- Under the new Google Workspace for Education contract, **the Photos app will no longer be available on Virginia Tech Google accounts.**
- Everyone needs to empty Google Photos, and stop any auto-uploads into the app.
- **Be sure it's completely emptied out by January 16, 2024**



*We released new guidance on this! Check the website – it.vt.edu/google-photos

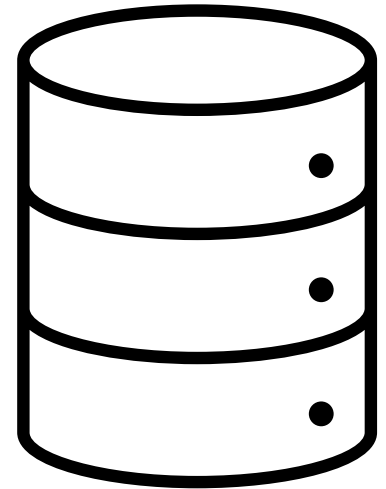
About Google Shared Drives

- Creation of these was never administered – anyone could create one and it would essentially persist forever. That's been problematic.
- Going forward, we are restricting the creation of these drives. **Retirees will no longer be able to create Shared Drives but can participate in them if added.**
- Existing retiree-created Shared Drives must be 'claimed' by a sponsoring department if they are to continue.
- If you are a member of one or more Shared Drives, you should look at the content within them and decide whether the drive should either:
 - Be sponsored by a department
 - Be deleted on the scheduled date
- If you are planning to retire soon, you will need to discuss transferring management of Shared Drives you created to a Virginia Tech department.

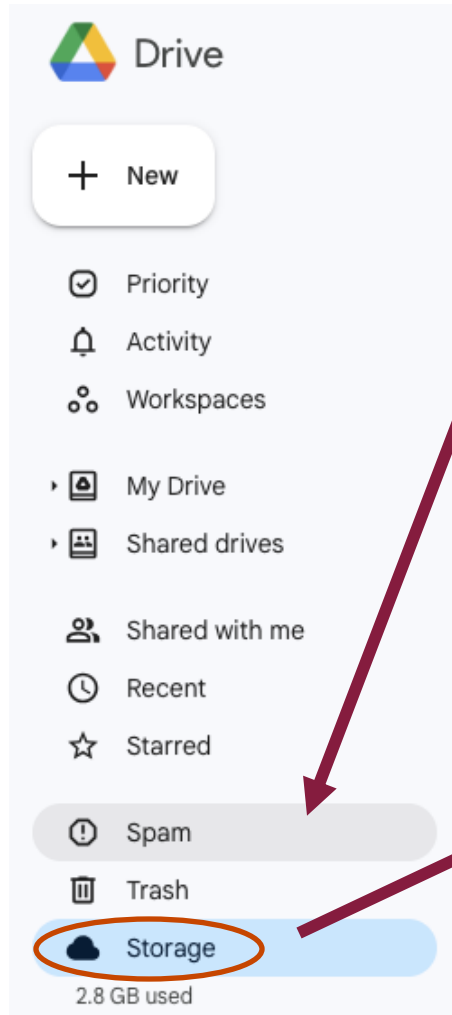


Managing Google storage (retirement date on or before June 1, 2023)

- **Be sure Google Photos is completely emptied out by Jan. 16, 2024**
- You will have a 10 GB *total* storage allocation in Google Workspace
- You must stay within this limit to avoid disruptions (i.e., having Drive go read-only)
- You'll need to keep an eye on your storage, and be proactive about deleting unneeded files, emptying Gmail trash, etc.

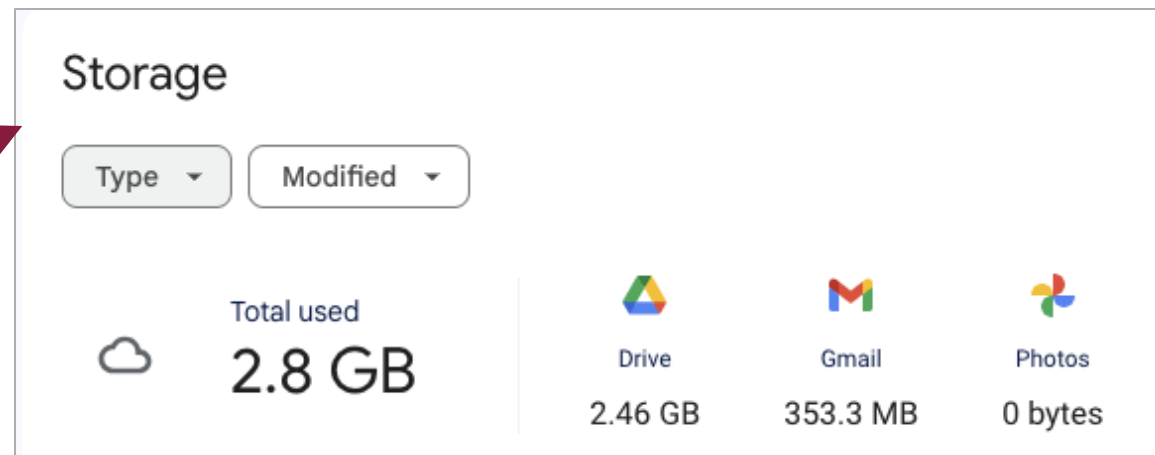


Tools to help support these considerations



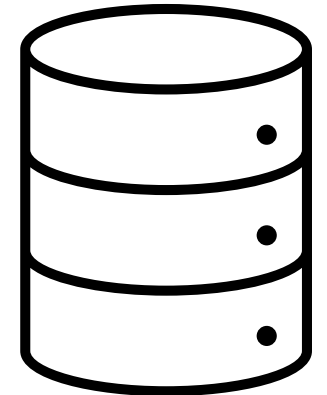
- You can view your total storage (not including Shared Drives) within your individual VT Google Drive.

If you are remaining on Google, you'll want <10 GB total in Drive and Gmail and 0 bytes in Photos.



Managing Microsoft 365 storage (retirement date June 2, 2023 or later)

- You will have a 10 GB total storage allocation in Microsoft 365. Services include Office Online apps (Word, Excel, etc.), Exchange Online (Outlook), and OneDrive for storage.
- Keep an eye on your storage and be proactive about deleting unneeded files, emptying trash, etc.
- Transitioning from Google (if you've already retired):
 - Be sure Google Photos is completely emptied out by Jan. 16, 2024
 - Your Google Workspace will go read-only on Jan. 16, 2024
 - Export all needed files from your VT Google Workspace (email and Drive) by March 15, 2024. Google services except Drive access will be turned off for post-June 1 retirees on this date.
 - You will retain access to Google Drive so that you can work on files *shared with you*. No storage will be provided; you will not be able to create or store files.



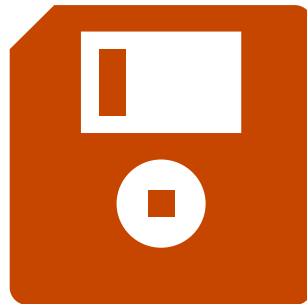
If you are planning to retire soon...

- Upon retirement, you will keep Exchange Online to access your VT email and calendar, and you will receive a 10 GB total storage allocation in Microsoft 365, plus Google Drive access only.
- Until you retire, you will follow same change path as current employees, as outlined on the "Information for Employees" page (it.vt.edu/license-changes/employees)
- As your retirement date approaches, work with your department to transfer work-related data in your VT accounts.
- We invite your feedback as we work with HR and other stakeholders to develop a well-considered offboarding process for future retirees



What are my other personal storage options?

- Personal Google account – includes some free storage; additional storage can be purchased from Google; option to transfer data from VT Gmail and Drive (convenient for moving non-work related files and emails)
- Consider other cloud storage options (alternatives to Google/MS like Dropbox, Box, etc.)
- Purchase local storage solutions (i.e., external/removable hard drives)



Know these key dates

**January 16,
2024**

- Google Photos app is turned off. You will be unable to access Photos or remove content from the app after this date. Export any photos you want to keep before this date, and delete all data from the app.
- 10 GB Google storage limit in effect for June 1 and earlier retirees. Accounts over this limit will become read-only until storage is reduced.
- Google accounts go read-only for post-June 1 retirees until services are turned off on March 15. Take this time to export files (including emails!) to another location.

**February 15,
2024**

- Shared drives managed by retirees that have not been claimed by a department become read-only

**March 15,
2024**

- Google services other than Drive access turned off for post-June 1 retirees; these individuals retain M365 services.

**April - June
2024**

- Google accounts that remain over their assigned storage allocation (10 GB for June 1 and earlier, and 0 GB for post-June 1 retirees) and unclaimed shared drives (no department sponsorship) are subject to data removal.

Where can I get help?

- The Google and Microsoft License Changes website – it.vt.edu/license-changes
- Your department's IT team or person (for current employees who are retiring soon)
 - *Who is that? Look on MyCAT (mycat.ccs.vt.edu)*
- Contact 4Help – by phone at 540-231-4357, or at 4help.vt.edu

Take home messages

- The days of 'free cloud storage' are over – both as individuals and as a university community, we must get back in the habit of managing our storage.
- The services you will receive as a retiree depend on your date of retirement.
- You will get a total of 10 GB of cloud storage in Google (retired on or before 1 June 2023) OR Microsoft (retired 2 June 2023 or later).
- Emptying the Google Photos App requires immediate attention from all users prior to January 16, 2024.
- Work with your department (current or former) to transfer file ownership as appropriate.

Questions?

For additional details, visit it.vt.edu/license-changes, especially the 'Info for Retirees' and 'Support Resources' pages.

Thank you for taking the time -- and for your questions!