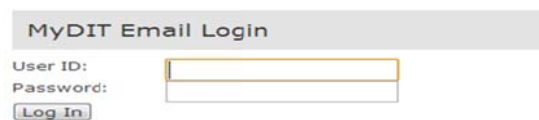


MyDIT.ie EMail

From 5th November 2013, as part of the change to Google Mail, you will be accessing your email via GMail's website.

When you click on the staff email links on www.dit.ie or if you go to www.mydit.ie and click on 'DIT Google Apps' you will be presented with a new logon page. Instead of logging in using this screen:



you will be taken to the one shown below.



Enter the same information you used before – your staff number and email password.

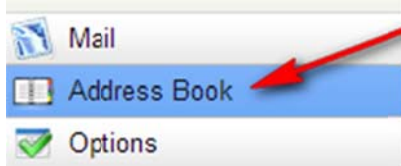
You will have to transfer across any entries in your address book. Instructions on how to do this are on the next page.

Information on how to perform common tasks in GMail is available at the following link.

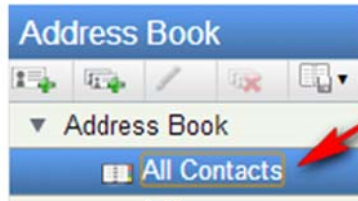
<http://dit.ie/is/staff/staffemail/howdoi/>

If you stored contact information in your address book you will need to transfer it to GMail. To do this open the old MyDIT.IE email system by going to www.mydit.ie and click on the link in the grey notification box at the right side of the page.

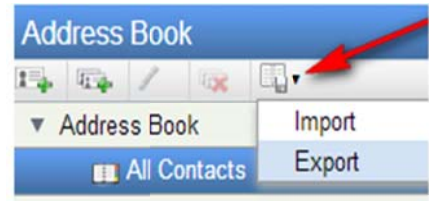
1. Click on Address Book



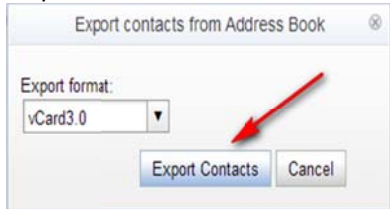
2. Click All Contacts



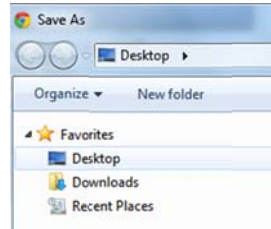
3. Click the Import / Export button and then click export.



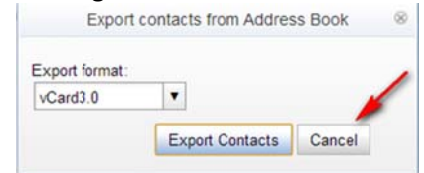
4. Choose vCard3.0 and click Export Contacts



5. Browse to your Desktop and save the file.

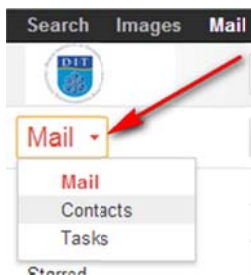


6. Click cancel on the dialog box and log off Webmail.



8. Log in to the new GMail system.

9. Click Mail and then click Contacts.



10. Click Import Contacts.



11. Choose the file you saved at step 5 above and click Import.



14. You can then delete the entry "Imported (date)". To do this click on it.



15. Then click More and Delete group. This does not delete the contacts that were imported.

