Prerequisite: Stony Brook’s Division of Information Technology Systems team will begin copying your Lotus Notes email, contacts and calendar entries over to Google Apps for Education a week prior to your department’s scheduled “go live” date. You will receive an email notifying you when this will begin (usually the Monday prior to your “go live” date). It is recommended that you follow these instructions on the Friday before your scheduled “go live” date and again on the actual Monday “go live” date.

With Lotus Notes Open:

1.) From the left panel in Lotus Notes click Views > Migration Status. You will see your migrated Calendar, Contacts and Mail as noted below:

2.) Click Calendar under Migration Status to display the status of your migrated calendar items from Lotus Notes to Google Apps for Education.

   Note: The calendar entries will be grouped by status: Migrated or Build Error. Items with a build error require your attention.

3.) To resolve any build errors, you will need to highlight the item and choose an option from the toolbar at the top of the migration window:
4.) Once all build errors have been resolved you can try to migrate the items again, or if you don’t need those items you can mark them as complete by clicking “Mark Complete.”

5.) You will need to repeat these steps for Mail and Contacts as well.

6.) If you have no build errors, it means all of the items in that category migrated successfully to Google Apps for Education and you will not need to perform any of the above tasks.