1. Introduction

G Suite for Education is a suite of free Google tools and services that are tailored for schools and homeschools. It is available globally to all educational institutions that qualify.

2. G Suite for Education in UniMAP

Digital Management & Development Centre will migrate the current Staff Email (Zimbra Collaboration Suite) to Gmail (which is part of G Suite for Education). In this new Staff Email (Gmail), UniMAP Staff will get the following features:

    a. Unlimited Quota for Gmail
    b. Unlimited Google Drive
    c. Google Calendar
    d. Google Docs, Sheets and Slides
    e. Google Forms

3. UniMAP Staff Email

UniMAP Staff Email will be using Gmail as our default email system. We (Digital Management & Development Centre) already prepared all the user accounts in Gmail. Email address of the users remain same as before. User email address will use: example **(sameusername@unimap.edu.my)**.

Automatic email will be sent to each UniMAP Staff during this migration period containing the **PASSWORD** of new Gmail system. Each user password is uniquely generated by the system. User may change the password after first time login to Gmail.

EXAMPLE OF EMAIL GENERATED FROM SYSTEM: PLEASE TAKE NOTE & DON'T IGNORE THIS EMAIL

EMAIL SUBJECT: ACCOUNT INFORMATION FOR NEW STAFF MAIL (GSUITE - GMAIL)

A user account has been created

User name: username@unimap.edu.my
Password: Get19268

URL : http://gmail.unimap.edu.my @ https://mail.unimap.edu.my
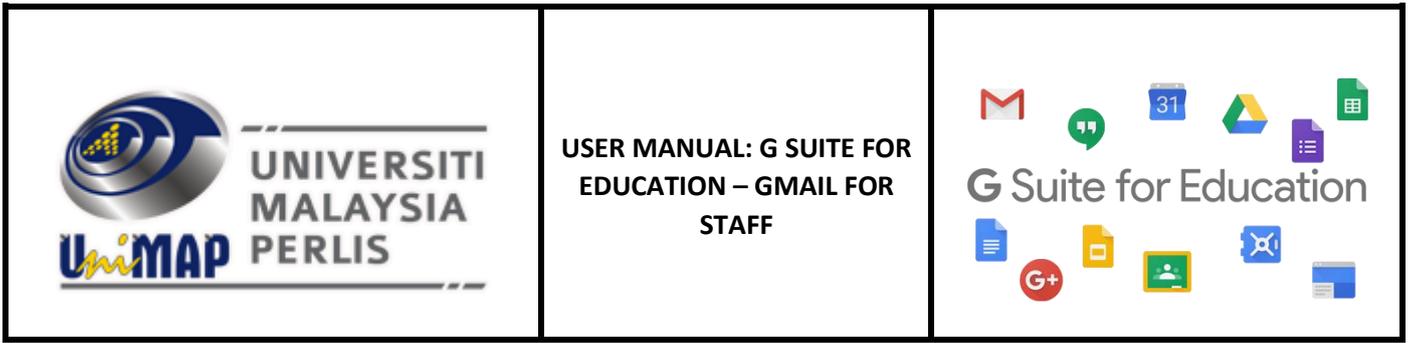
4. First Time Login

Login to http://gmail.unimap.edu.my
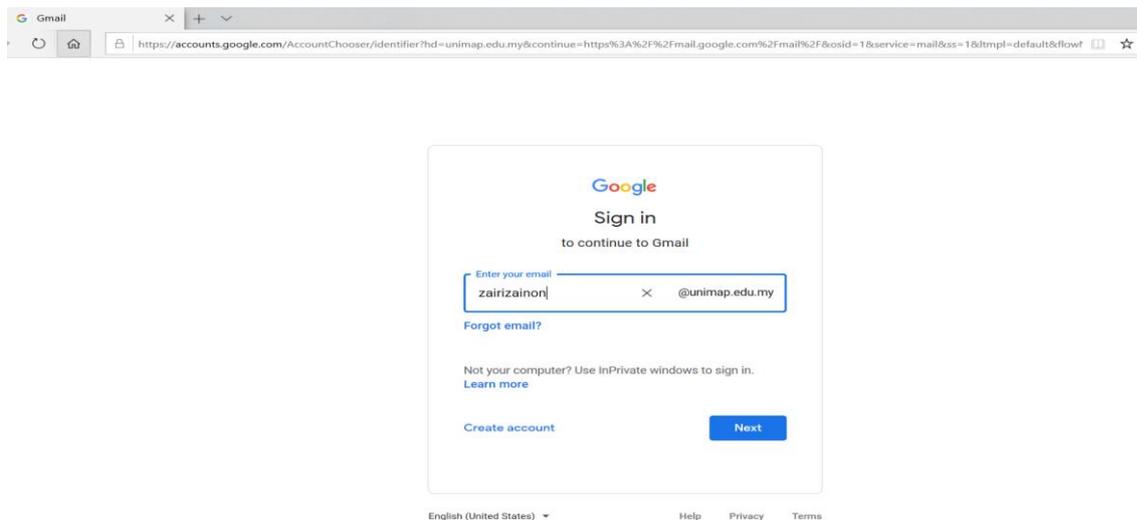
4.1 Username : <your full e-mail address> (example: zairizainon), @unimap.edu.my is automatically appear by default. If not appear, please key in your full email address, (example: zairizainon@unimap.edu.my). Select **Organisational G Suite Account** if asked by Google during login process
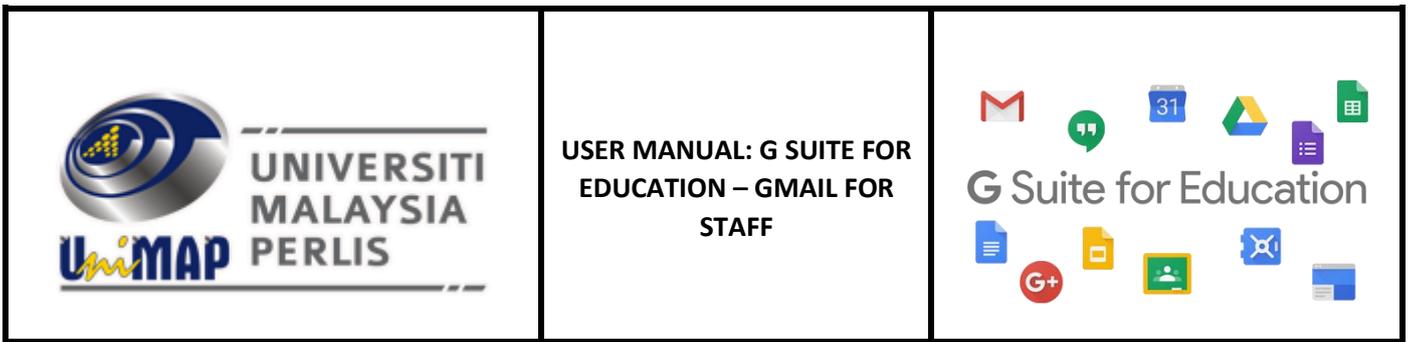
4.2 Password : < Please use the password received from system >
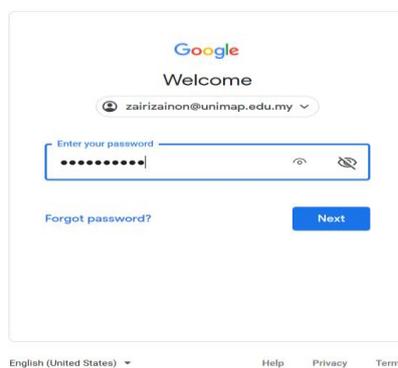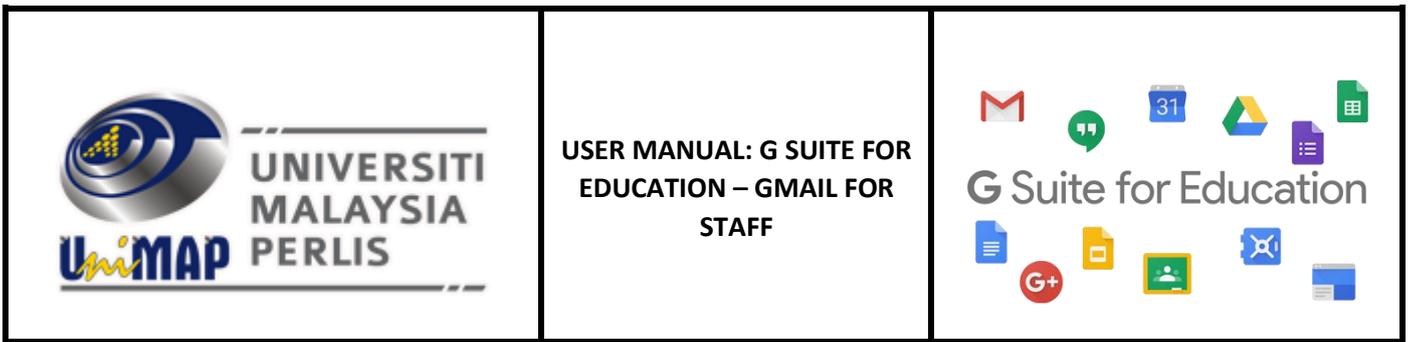
4.3 Please read and click I accept and continue to my account.

	USER MANUAL: G SUITE FOR EDUCATION – GMAIL FOR STAFF	
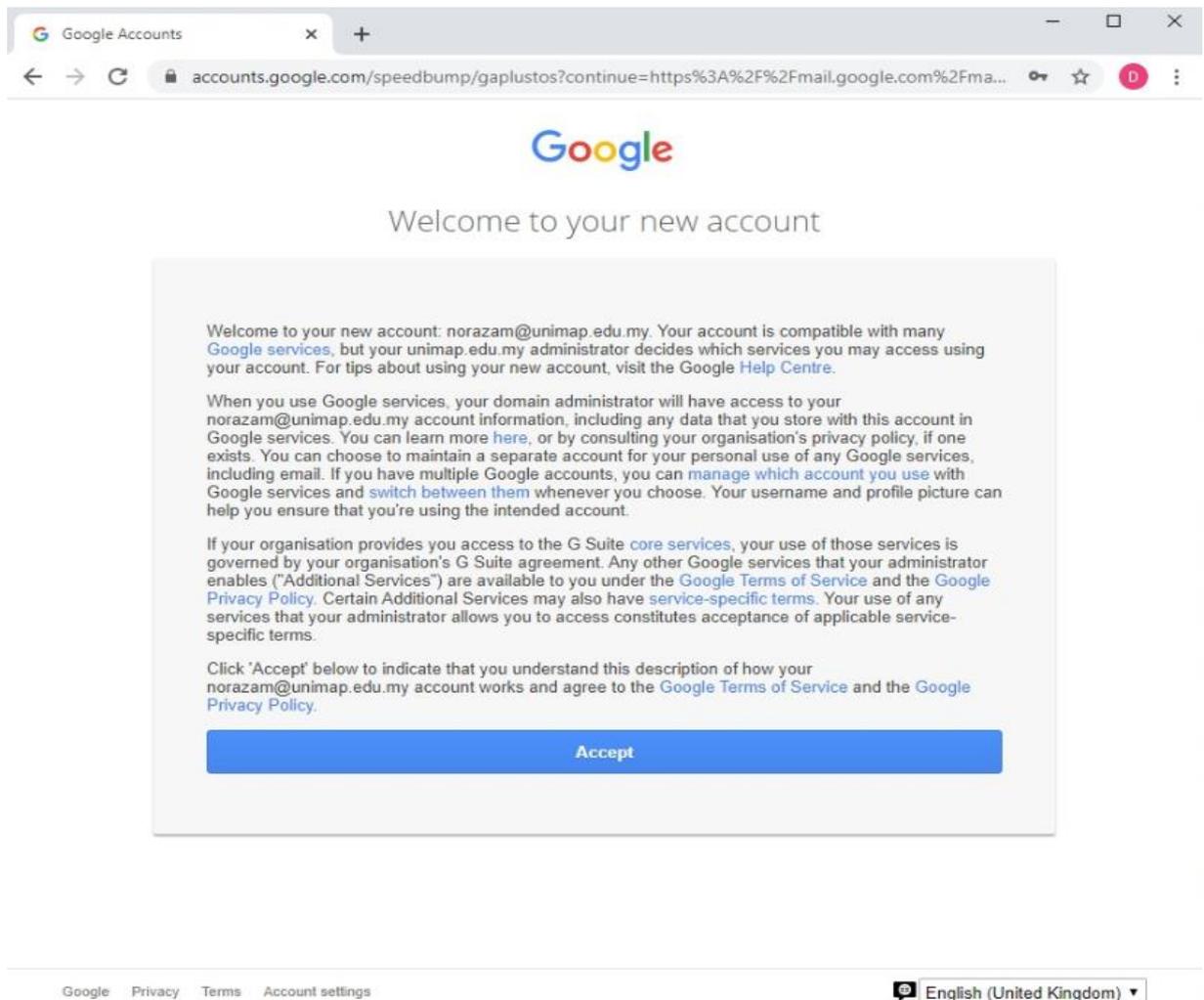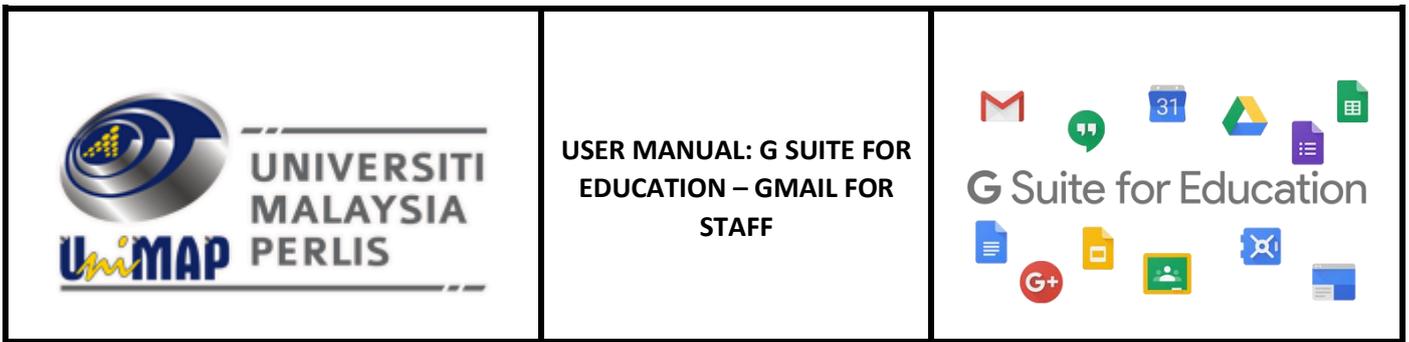
4.4 You are now successful login to your new UniMAP Staff Email powered by G Suite for Education