Populi

Google Apps Integration Checklist

☐ Create a Google Apps Administrator Account for Populi (e.g. populi@yourdomain.edu).

☐ Enter the username/password in Populiby going to **Settings** > **Integrations**.

☐ Set up an SPF record to allow Populi to send email on behalf of your .edu domain.

☐ If your email is currently hosted by someone other than Google, email support@populiweb.com to discuss how to migrate it over to Google.

☐ Confirm that all Google Apps users have matching Populi user accounts. For example, Populi user jimbob04 must also be Google Apps user jimbob04@schooldomain.edu. If usernames and passwords don't match up, those users won't be able to log in after the integration!

☐ If you'd like to import calendars from Populi Calendar to Google Calendar, tell us which Calendars. We can import both the Populi "School Calendar" and individual user Calendars. If you've already been using Google Calendar, importing Populi Calendars might duplicate events.

☐ Notify your users of the upcoming changes:

- They will now log in to Google Apps with their Populi password.
- They will need to update settings in desktop clients like Outlook and Thunderbird.
- Their Populi Calendars—both personal and college—will disappear; they will receive automatic read-only subscriptions to your college's Google Shared Calendar.

☐ Set up a time with us to flip the switch (we really don't recommend the middle of a workday for this!). Depending on your email migration plan, you may need to point your MX records at Google right before we make the change.