

## How do I Find the Answers for the most Common Google Apps Questions?

Please check our Google Apps Q & A Below.

### 1. What is the url to log in to Google Apps?

<https://www.google.com/a/mba.berkeley.edu>

### 2. How do I forward my Haas email to Google Apps?

To forward your Haas mail to Google Apps, go to this webpage: <https://exchangemailforwarding.haas.berkeley.edu/>  
Under **“forwarding Email:”** enter your **Google Apps username**, which is the same as your Haas username but with a **“g.”** after the **“@”** sign. For example [john\\_doe@mba.berkeley.edu](mailto:john_doe@mba.berkeley.edu) would be [john\\_doe@g.mba.berkeley.edu](mailto:john_doe@g.mba.berkeley.edu)

Also, **be sure to check the box “Saving Copy of Email at Haas:”** so that a copy (backup) of your mail stays on the Haas server.

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### Haas Exchange Mail Forwarding Tool

**Username:** paraiso

	<u>Current Forwarding Information</u>	<u>New Forwarding Information</u>
Forwarding Email:	N/A	<input type="text" value="paraiso@g.mba.berkeley.edu"/>
Saving Copy of Email at Haas:	N/A	<input checked="" type="checkbox"/>

Email Forwarding Disabled: paraiso

### 3. How to reset my password?

Google Apps does not provide assistance with resetting your password, however you can email helpdesk at [helpdesk@haas.berkeley.edu](mailto:helpdesk@haas.berkeley.edu) and one of the Haas lab staff will help you with resetting your password.

### 4. How do I sync my Outlook emails, calendar and contacts to Google Apps?

The **Google Apps Sync for Microsoft Outlook** tool makes it very easy to sync your current Haas Outlook account. You can download the tool here: <http://tools.google.com/dlpage/gappssync>

## 5. Some of my old email didn't sync to Google Apps, How do I sync my old emails, calendar and contacts to Google Apps?

You can download the **Google Apps Migration for Microsoft Outlook** tool from here :  
<http://tools.google.com/dlpage/outlookmigration>