Ten "Need-to-Know" Migration Details!

1. When logging into your email account using webmail or an email client, the system will require that you use your full email address for the username. For example, if your username is *yourname*, you will now use *yourname@grm.net* for the username.

2. Create a stronger password by using a **PASS PHRASE**! Ideally it is best to use longer, more complex pass phrases to properly protect yourself, and your company, from hackers. The Zimbra platform supports passwords/pass phrases up to 64 characters with no spaces. We request a minimum password/pass phrase length of 12-15 characters using at least one UPPER CASE letter, one lower case letter, one special character, and one number.

    Sample Pass Phase:
    *BeingAGrooVygrannyISgr8

    Please NOTE: Passwords/pass phrases expire after 1 year and must be changed at that time. Changing more frequently is advised. You can never re-use your current password/pass phrase. Write your password/pass phrase down in a secure location until you memorize it, and then, destroy the note.

3. By using the webmail client, you can change your own password/pass phrase.

4. Items currently in your deleted folder, junk folder, or their equivalent will not be migrated to the new Zimbra platform.

5. The Zimbra platform offers SSL Encryption for an extra layer of email security.

6. With ActiveSync push technology, the Zimbra platform is able to provide the highest integration between PC's and mobile devices, allowing real time updates to emails, calendars, and tasks!

7. By using the webmail portal (webmail.grm.net) you will be able to adjust your spam filter settings from your email box.

8. Your mailbox now includes 10GB of storage! If more storage is needed, call for details!

9. The mobile ready platform allows you to easily access your email not only from your computer, but also from your cell phone or tablet using the webmail portal.

10. The new platform offers a more robust combination of spam-filtering and custom real-time blacklists designed to block messages before they ever hit inboxes.

If you have questions about the email migration, please visit   www.grm.net/email   or call the business office. Thank you for choosing GRM Networks, LTC Networks, or SCC Networks as your service provider. We appreciate your business!

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