

## **Why is University of Petroleum & Energy Studies implementing Google Apps?**

A move to Google reflects the University's commitment to using the best technology available and to continually find better ways to facilitate quick, efficient and versatile communication and information-sharing capabilities.

Advantages of switching to "Google Apps" from the current in-house email system include increased storage capacity (upto 7GB), instant chat functionality, the integration of email with online calendar and the ability to work collaboratively on shared documents.

Google Apps provides opportunities to greatly improve the way students communicate and work together in groups. Students can access their information and tools anywhere, and at anytime.

## **What is being provided as part of Google Apps at UPES?**

- **Gmail** - Includes over 7 GB of storage, powerful spam filtering and fast Google search capability. You also keep your current UPES email address/password.
- **Chat** – Chat with your friends and classmates. Organise a group chat to go over homework.
- **Calendar** - keep track of your social and uni activities. Create a calendar for yourself, create another public calendar for your club!
- **Docs** - Share course notes and work on group assignments in real time with Google Docs.

## **What are some of the benefits that the new service will offer me?**

- Over 7 GB of storage so you won't have to worry about your email quota.
- Send & receive email up to 18 MB (including attachments).
- Real-time chat with fellow students from within your mailbox.
- Share course notes and work on group assignments with Google Docs.
- Keep track of your social and uni activities through Calendar.
- Access your information and tools even when you don't have access to the Internet (offline access).
- Single sign-on via stu.upes.ac.in portal.
- Your email address will remain the same, eg. <username>@stu.upes.ac.in

## **Is the Google Apps Education edition the same as personal Gmail?**

There are many differences between a personal Gmail account and the Google Apps Education Edition. The Google Apps Education Edition is a specific Google offering for education institutions. Although the Education Edition provides much of the same functionality as the public offering, the Education Edition is supported by a different agreement which caters for the specific requirements and concerns of universities.

The generic Google Apps Education Edition agreement is publicly available at:  
[http://www.google.com/apps/intl/en/terms/education\\_terms.html](http://www.google.com/apps/intl/en/terms/education_terms.html).

For more information on the product see  
<http://www.google.com/a/help/intl/en/edu/index.html>

Whilst the Google Apps Education Edition includes a suite of communication and collaboration applications, UPES will only release a selection of this functionality as deemed appropriate for the UPES environment after thorough investigation.

### **Is my mail and information at Google Apps kept private and secure?**

Yes. UPES commitment to student privacy is not changing as a consequence of offering gmail or Google Apps.

Email data is owned by the relevant user, ie. You! - not Google. Google is simply a service provider.

Google also takes your privacy seriously and has implemented a range of protections to safeguard data and to provide adequate security.

In addition to the above, Google has a privacy policy which can be read here:  
<http://www.google.com/intl/en/privacypolicy.html>

### **How secure is Google?**

Google takes security seriously and goes to a great deal of effort to ensure the security of its servers and data centres. In fact, they employ dedicated staff to this effect. The underlying data storage technology employed by Google itself makes data theft extremely difficult in that every individual email (or file) is divided and the pieces distributed across hundreds of servers using their own proprietary file system so that in that in the unlikely event of a security breach, the breaching party will not be able to access a complete message.

Google Apps are only available over HTTPS so communication between the individual and Google is encrypted.

For more information on Google's security see:  
[http://www.google.com/apps/intl/en/business/infrastructure\\_security.html](http://www.google.com/apps/intl/en/business/infrastructure_security.html)

### **How do I access Google Apps at UPES?**

You will continue to access your student mail using an Internet browser and navigating from the 'Login' link in the **stu.upes.ac.in** portal. Other Google Apps are also available from there.

### **Will Google Apps at UPES count towards my Internet quota?**

No. Unless you click a link in an email that takes you out to the internet, going to your student mail (Gmail) account will not count towards your internet quota. If you are prompted to internet authenticate, please advise the [Help Desk](#)

### **What if I already have a personal Google/Gmail account?**

Your Google Apps at UPES is completely separate from your personal Gmail account, so nothing will change on your personal account. Your Gmail at UPES account will still be the University's official communication method with you.

### **Can I consolidate my personal and UPES Gmail accounts?**

Google provides information online for consolidating mail accounts in Gmail:  
<http://mail.google.com/support/bin/answer.py?answer=21289&hl=en>

Your UPES supplied email account is still the official method of communication between University of Petroleum & Energy Studies and yourself. Please note that UPES only provides support for and guarantees delivery of mail to your UPES email account and you should regularly check this account.

### **Does Google place ads in the mail?**

No. Google will not place ads in the email and you will not see ads on the screen when you look at your mail, calendar, or documents.

### **Will Google search our email for marketing purposes?**

No. The educational agreement between UPES and Google prohibits that activity. The advertising or sponsored listings are turned off in Google Apps at UPES.

### **Will I be able to use other tools by Google Apps?**

The initial release of Google Apps at UPES will include Gmail, Chat, Calendar and Docs. Feasibility studies for other offerings such as Google Sites and Google Wave are underway. Watch this space!