



Migration of Scout Group Cloud Accounts to Google Workspace

To more effectively utilize resources and enhance the digital service experience for Scout Groups, the email and cloud services for each Group will be migrated from the current platform (@scout.org.hk) to the new Google Workspace for Non-Profits platform (@scouting.org.hk), providing a suite of tools that is multi-functional, highly integrated, and collaborative. After this service migration, each Group can still receive emails sent to the current @scout.org.hk email address.

The New Platform: Google Workspace

Each Google Workspace account will have a total storage of 50GB, shared between Gmail and Google Drive. Starting from **15 August 2025**, all Scout Group cloud accounts will be migrated to Google Workspace. Below is a brief introduction to the new services and their corresponding current services:

Google Workspace Service	Function	Current Service Equivalent
Gmail	Email	Outlook
Google Drive	Cloud storage and file sharing	OneDrive / SharePoint
Google Docs, Sheets, Slides	Document creation and collaboration	Office Web Apps (Word, Excel, PowerPoint)
Google Meet, Google Chat	Virtual meetings and team chat	Microsoft Teams

Migration Arrangements and Key Dates

- 1. New Account Information:** Details for your new @scouting.org.hk Google Workspace account will be sent to your existing @scout.org.hk email address starting from **5 August 2025**. If you have not received this information after 12 August 2025, please contact Information Technology Branch.
- 2. Transition Period:** From **1 August 2025** to **15 August 2025**, both the **current service** and new Google Workspace accounts will be active.
- 3. Current Service Account Deactivation:** After **15 August 2025**, the **current service**

accounts for all Scout Groups will be deactivated.

4. **Data Migration Arrangements:** The Information Technology Branch will regularly and automatically migrate each Group's emails, calendars, and OneDrive files during the transition period, and will perform a final data migration after 15 August 2025. **However, users need to migrate their 'Address Book' themselves.** Please see the Appendix for detailed steps.
5. **Email Forwarding:** After the **current service** accounts are deactivated, all mail sent to @scout.org.hk will be automatically forwarded to the new @scouting.org.hk inbox. Therefore, all Scout Groups can continue to use @scout.org.hk as your official contact email address.

How to Access Your Email

We will set up a central login page at <https://webmail.scout.org.hk> on **1 August 2025** to facilitate your selection of the entrance portal (Current Service or Google Workspace).

Support and Enquiries

If you have any questions about this service migration or technical support, you can directly contact Information Technology Branch (Phone: 2957 6433, Email: it@scout.org.hk).

The Importance of IT Security

Scout Association of Hong Kong attached great importance on IT security and personal data privacy protection. All Scout Units and members are responsible for the security of the Association's electronic information to prevent any loss, leakage and misuse when using information systems, computers and mobile devices.. For the principles and requirements on 'IT Security', please refer to Policy Circular No. 02/2023 issued on 1 October 2013.

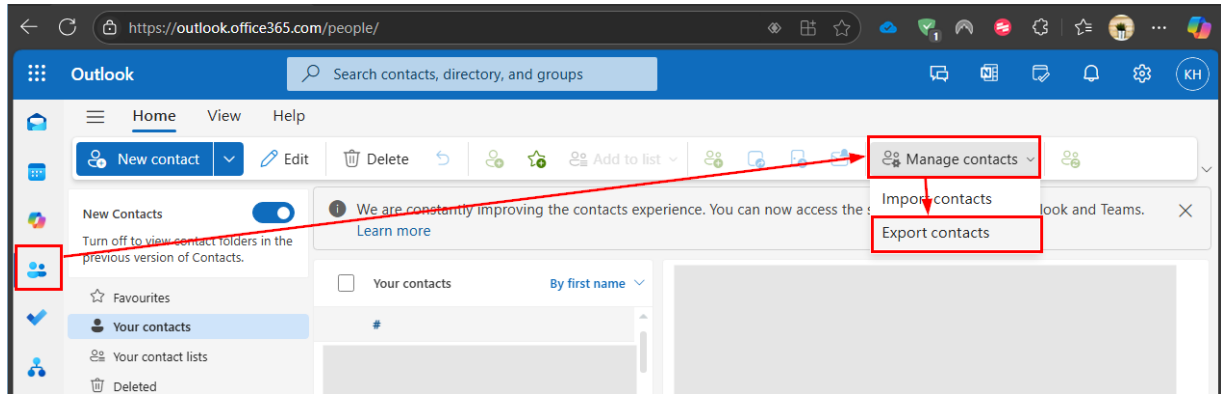


Garret LAI
Assistant Chief Commissioner
(Information Technology and Support)

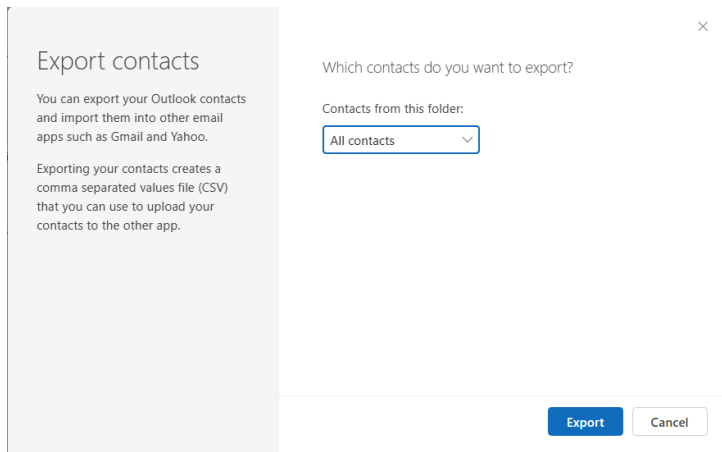
Appendix: How to Migrate Your Address Book (Contacts)

Part 1: Export Contacts from Current Service (Outlook)

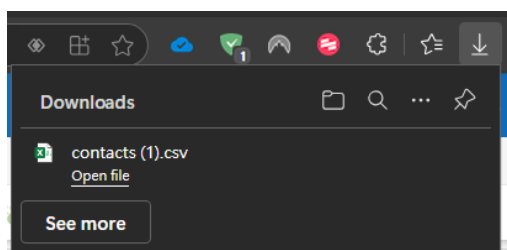
1. **Login to Outlook:** Go to outlook.office.com and sign in with your @scout.org.hk account.
2. **Go to People and Export Contacts:** On the left-side navigation panel, click the **People** icon. In the top right, click **Manage contacts**, then select **Export contacts**.



3. **Choose Contacts to Export:** Select **All contacts** and click **Export**.



4. **Save the File:** Click **Export**. A file named contacts.csv will be downloaded to your computer.



Part 2: Import Contacts into Google Workspace

1. **Login to Google:** Go to contacts.google.com and sign in with your new @scouting.org.hk account.
2. **Import:** On the left-side menu, click **Import**. A pop-up window will appear. Click **Select file**, select the contacts.csv file you downloaded from Outlook, then click **Open**.

