

# GOOGLE WORKSPACE

HOW TO SIGN UP & VERIFY YOUR GOOGLE WORKSPACE (GSUITE) ACCOUNT



# <https://workspace.google.com/>



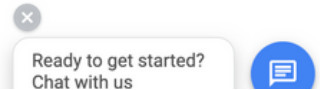
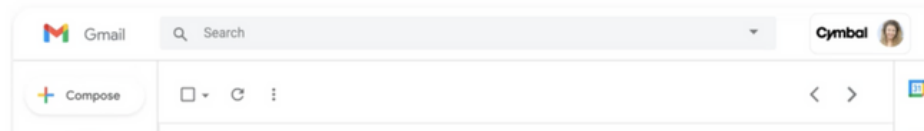
## How teams of all sizes connect, create, and collaborate.

A flexible, innovative solution for people and organizations to achieve more.

Get started



Productivity and collaboration tools for all the ways we work.



# Let's get started

Business name

---

Number of employees, including you

- Just you
- 2-9
- 10-99
- 100-299
- 300+

Country

United States

---

NEXT



Meet

## Work remotely with confidence

Use Google Meet to host secure, high-quality video meetings—right from your email or calendar

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## Do more with Google Workspace



- ✓ Custom email with your domain
- ✓ Cloud-based, no installation needed
- ✓ Advanced security and admin features
- ✓ Ease of mind with 24/7 support
- ✓ Free 14-day trial, monthly charge after

# What's your contact info?

You'll be the Google Workspace account admin since you're creating the account. [?](#)

First name

**Sally**

---

Last name

**Jones**

---

Current email address

**your email here**

---

**NEXT**

# Does your business have a domain?

You'll need a domain, like *example.com*, to set up email and a Google Workspace account for your business. [?](#)

YES, I HAVE ONE I CAN USE

NO, I NEED ONE

# What's your business's domain name?

Enter your business' domain name. You'll use it to set up custom email addresses, like info@example.com. We'll walk you through verifying that your business owns this domain later. [?](#)

Your domain name

www.myholisticbusiness.com

E.g. example.com

**NEXT**

# Use this domain to set up the account?

**myholisticbusiness.com**

Your domain

Emails sent to **myholisticbusiness.com** won't be affected until you set up email with this account.

**NEXT**

[I want to buy a new domain instead](#)

# Educate your users

We'll send your users information about the Google Workspace apps, new features, and tips to help improve productivity. They can opt out at any time.

OK

NO THANKS

# How you'll sign in

You'll use your username to sign into your Google Workspace account and create your business email address. [?](#)

Username

hello

@myholisticbusiness.com

Password

●●●●●●●●



At least 8 characters

We know you're probably not a robot, but we just have to ask:  
Are you a robot?



I'm not a robot



reCAPTCHA  
Privacy - Terms

By clicking **Agree and continue** you agree to the [Google Workspace Agreement](#) and [Supplemental Terms and Conditions for Google Workspace Free Trial Agreement](#).

AGREE AND CONTINUE

# Review your payment plan. Try Google Workspace free for 14 days.

Business Plus Currency  
USD

**Flexible Plan** **\$18.00** per user per month

- No long term commitment
- Cancel or downgrade your Google Workspace subscription at any time.  
[Learn more](#)
- Pay each month (starting 8/30/21 and recurs monthly)
- Add or remove users as needed

Promotion code

NEXT

MOST POPULAR			
<h3>Business Starter</h3> <p><b>\$6</b> USD /user/month</p> <p><a href="#">Get started</a></p> <ul style="list-style-type: none"><li>✓ Custom and secure business email</li><li>✓ 100 participant video meetings</li><li>✓ 30 GB cloud storage per user</li><li>✓ Security and management controls</li><li>✓ Standard Support</li></ul>	<h3>Business Standard</h3> <p><b>\$12</b> USD /user/month</p> <p><a href="#">Get started</a></p> <ul style="list-style-type: none"><li>✓ Custom and secure business email</li><li>✓ 150 participant video meetings + recording</li><li>✓ 2 TB cloud storage per user</li><li>✓ Security and management controls</li><li>✓ Standard Support (paid upgrade to Enhanced Support)</li></ul>	<h3>Business Plus</h3> <p><b>\$18</b> USD /user/month</p> <p><a href="#">Get started</a></p> <ul style="list-style-type: none"><li>✓ Custom and secure business email + eDiscovery, retention</li><li>✓ 250 participant video meetings + recording, attendance tracking</li><li>✓ 5 TB cloud storage per user</li><li>✓ Enhanced security and management controls, including Vault and advanced endpoint management</li><li>✓ Standard Support (paid upgrade to Enhanced Support)</li></ul>	<h3>Enterprise</h3> <p>Contact sales for pricing</p> <p><a href="#">Contact sales</a></p> <ul style="list-style-type: none"><li>✓ Custom and secure business email + eDiscovery, retention, S/MIME encryption</li><li>✓ 250 participant video meetings + recording, attendance tracking, noise cancellation, in-domain live streaming</li><li>✓ As much storage as you need</li><li>✓ Advanced security, management, and compliance controls, including Vault, DLP, data regions, and enterprise endpoint management</li><li>✓ Enhanced Support (paid upgrade to Premium Support)</li></ul>

Ready Chat

# Review & Checkout

## Customer info



Account type ⓘ

Business



Name and address ⓘ

Business name

myholisticbusiness.com

Name

Sally Jones

Address line 1

**Address line 1 is required**

Address line 2



City

State



ZIP code



Primary contact ⓘ



Sally Jones

hello@myholisticbusiness.com

Payment method ⓘ



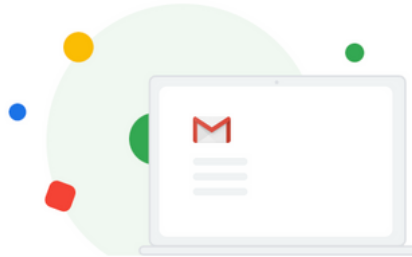
Add credit or debit card



Card details

Credit or debit card address is same as above

NEXT



## Ready to activate Gmail for myholisticbusiness.com?

Before you can start using Google Workspace with myholisticbusiness.com, we'll do a quick check to make sure that you own your domain & guide you through routing your emails to Gmail. Here's how it works:

- **Update your domain settings to route emails to Gmail**

We'll walk you through updating these settings

- **We'll verify that you added the records**

Google will confirm that you own myholisticbusiness.com and routed your emails to Gmail servers

- **You can start using Google Workspace**

Once verified, add team members and start using apps!

[CONTINUE](#)

## 1. Go to your domain host's website in a new tab

If you're not sure who your domain host is, you can look up your domain host. [Learn more](#)

## 2. Sign in to your domain host

Sign in using your domain host's username and password. If you forgot your password, contact their support.

## 3. Go to your MX records

If you can't find [instructions for your domain host](#), use these general steps.

**Note:** If people already have email with your domain (such as *user@yourdomain.com*), create their user accounts in the Google Admin console *before* you set up your MX records. That way, they'll continue to receive email.


- a. In a second browser window or tab, sign in to your domain host account. [Help me find my host](#).
- b. Go to the section where you can update your domain's MX records. It might be called something like **DNS Management, Mail Settings, or Advanced Settings**.
- c. Select the option to add a new record.

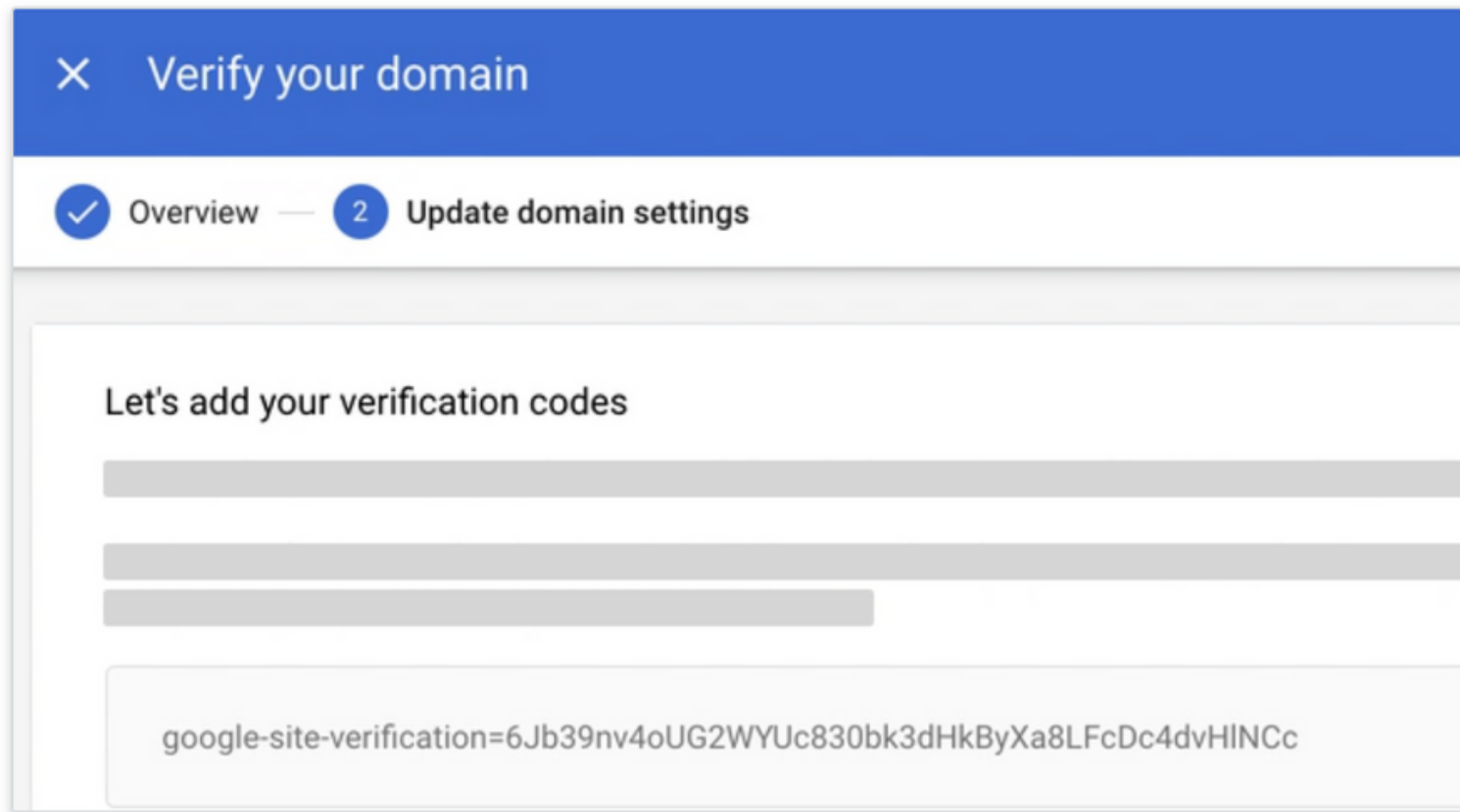
## 4. Add MX records for Gmail

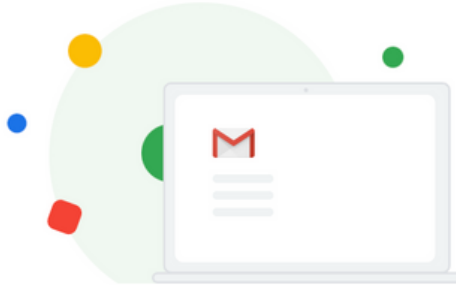
- a. From the **Type** drop-down list, select **MX**.
- b. In the **Name/Host/Alias** field, enter @ or leave it blank.
- c. In the **Server/Mail Server/Value/Answer/Destination** field, enter **ASPMX.L.GOOGLE.COM..**
- d. In the **Priority** field, enter **1**.
- e. In the **Time to Live (TTL)** field, enter **3600** or leave the default value.
- f. Click **Save**.
- g. Follow these same steps to add the MX records shown in this table. Start from the top of the table and enter as many as you have room for.

MX SERVER ADDRESS	PRIORITY
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## Step 1: Get your verification code from Google Workspace

1. Open the [Google Workspace setup tool](#) 
2. Click **Continue** to verify your domain with a TXT record.
3. Look for your verification code in the setup tool and click **Copy**.





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[CONTINUE](#)



# Welcome, let's set up Google Workspace

In just a few steps, you'll be set with Gmail and other apps

1

Activate Gmail for myholisticbusiness.com

Route your emails to Gmail inboxes · 5 min

Wait time may be up to 60 minutes

[ACTIVATE](#)

2

Create new users

Add new users for your team · 5 min



1

Let me know that you are signing up for google workspace & ask me to update your MX records at your domain host.



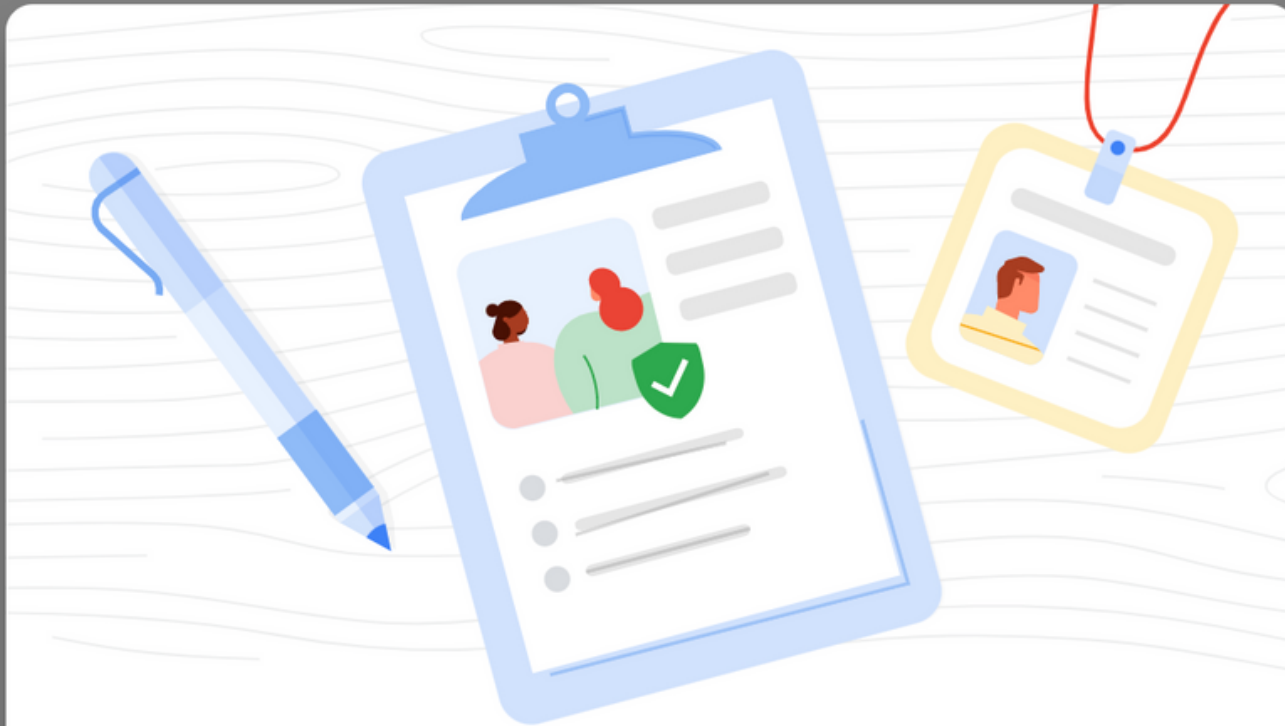
2

Copy the TXT verification code provided by google and send it to me at [info@thewebstedoula.com](mailto:info@thewebstedoula.com).



3

I will let you know when everything has been set up for you to verify your Google Workspace account.



## Welcome to the Admin Console

This is where you'll manage your account. Let's take a few minutes to set things up.

[NEXT](#)

Yay!

- Sarah



THE  
WEBSITE *Doula*