

Using Google mail for your business

Why

Why

→ Get 2gb of storage with web access

Why

- Get 2gb of storage with web access
- IMAP

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- Use your own domain name instead of
i-am-a-great-web-designer@gmail.com

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- Get 2gb of storage with web access
- IMAP
- Use your own domain name instead of
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- Costs nowt

Getting started

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→ Go to <http://www.google.com/a/cpanel/domain/new> and sign-up with your domain name (go for the free edition)

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- Authorise your domain by uploading a file rather than changing mail records

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- Go to <http://www.google.com/a/cpanel/domain/new> and sign-up with your domain name (go for the free edition)
- Authorise your domain by uploading a file rather than changing mail records
- Wait...

When Google gives you the green light

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→ Control panel is your friend

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- Set-up user accounts first

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- Log-in to each users Gmail and turn on IMAP

When Google gives you the green light

- Control panel is your friend
- Set-up user accounts first
- Log-in to each users Gmail and turn on IMAP
- Set-up a new mail account for Gmail on each users machine
(use temporary address)

Making the switch

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→ Pick a good time to switch!

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- Pick a good time to switch!
- Change the MX records (Google provides these)

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- Change the MX records (Google provides these)
- Wait...

Making the switch

- Pick a good time to switch!
- Change the MX records (Google provides these)
- Wait...
- Mail will start to appear in the new account and stop in the old account

Finally...

- Keep both mail accounts running for a few days
- Even call people and check the email arrived

Thank you

→ I am:

Matt Carey

matt@studiolift.com

www.studiolift.com

Twitter: othello