



CUSTOM EMAIL DOMAINS

Introduction:

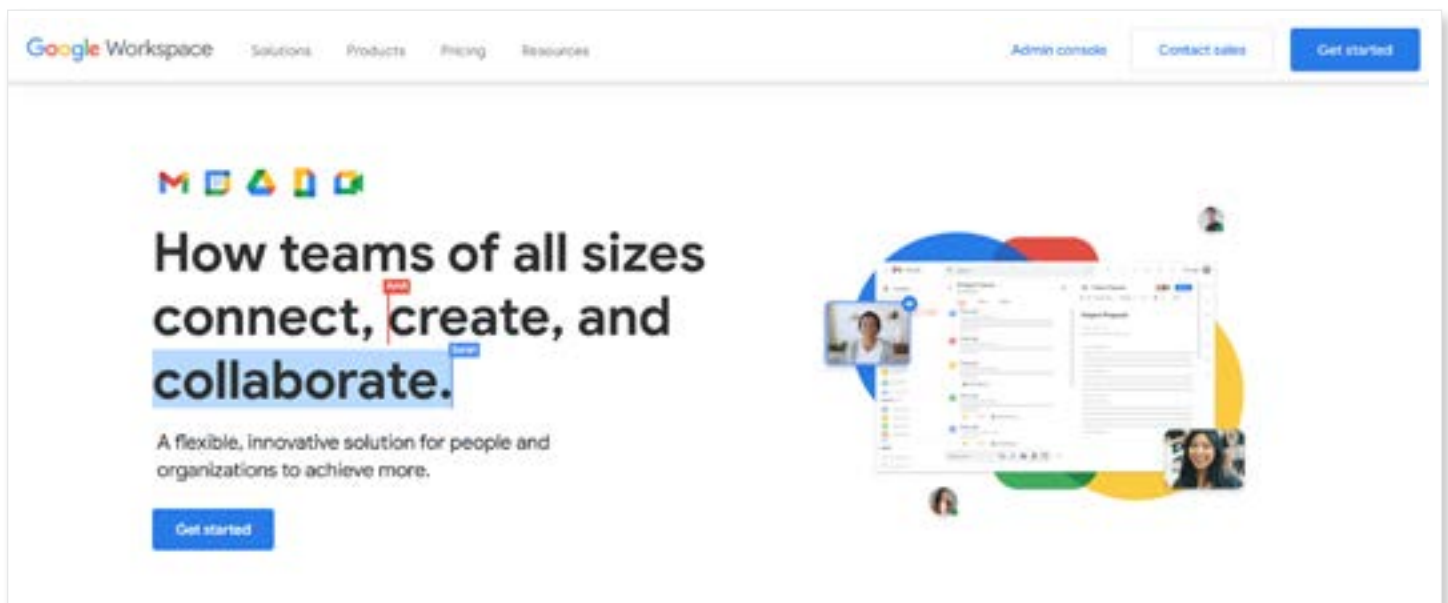
From enhanced security and control to a more professional look and feel, there are many reasons why a company would want to purchase and use a custom domain for their email. This article will outline how quick and easy purchasing and setting up a custom domain is with one of the most popular business email platforms, Google Workspace.

Pricing:

Google Workspace offers several different plans that vary in price and features. **For the purposes of this demonstration, we went with the “BUSINESS STANDARD” plan** which retails at \$12/user/month. If fewer features are required, the “Business Starter” plan can be purchased for \$6/user/month. A full pricing matrix can be found here: [Google Workspace \(Formerly G Suite\): Pricing Plans](#).

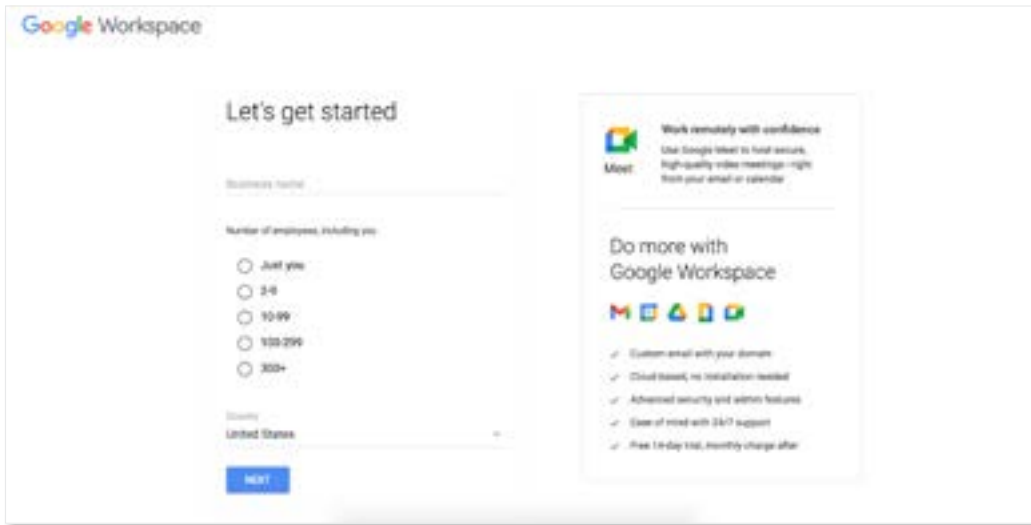
Getting Started:

The Google Workspace portal is located here: [Google Workspace | Business Apps & Collaboration Tools](#). Click on **“GET STARTED”** to begin.



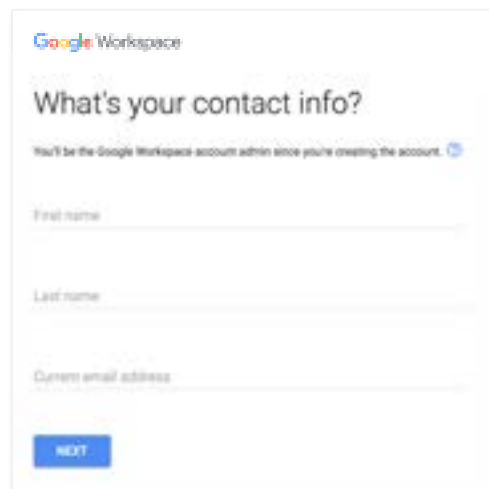
Setup:

- The setup will start by asking you some basic questions about your organization. **Fill in these required fields and hit "NEXT."**



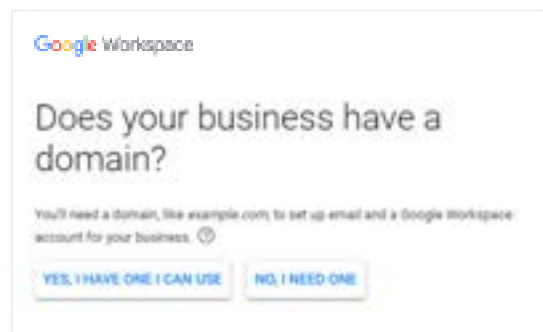
The screenshot shows the Google Workspace 'Let's get started' setup screen. It includes a 'Business name' field, a 'Number of employees, including you' section with radio buttons for 'Just you', '2-9', '10-99', '100-299', and '300+', and a 'Country' dropdown menu set to 'United States'. A blue 'NEXT' button is at the bottom. To the right, there is a 'Work remotely with confidence' section featuring the Meet logo and a 'Do more with Google Workspace' section with icons for Gmail, Drive, Docs, and Sheets, and a list of features: 'Custom email with your domain', 'Cloud-based, no installation needed', 'Advanced security and admin features', 'Ease of mind with 24/7 support', and 'Free 14-day trial, monthly charge after'.

- We'll now need to fill in some information to **create the administrator account. Once you do that, click "NEXT."**



The screenshot shows the Google Workspace 'What's your contact info?' setup screen. It includes a note: 'You'll be the Google Workspace account admin since you're creating the account.' Below this are three input fields: 'First name', 'Last name', and 'Current email address'. A blue 'NEXT' button is at the bottom.

- Since we don't already own a custom domain, we'll **click the "NO, I NEED ONE" option** here to purchase one through Google.

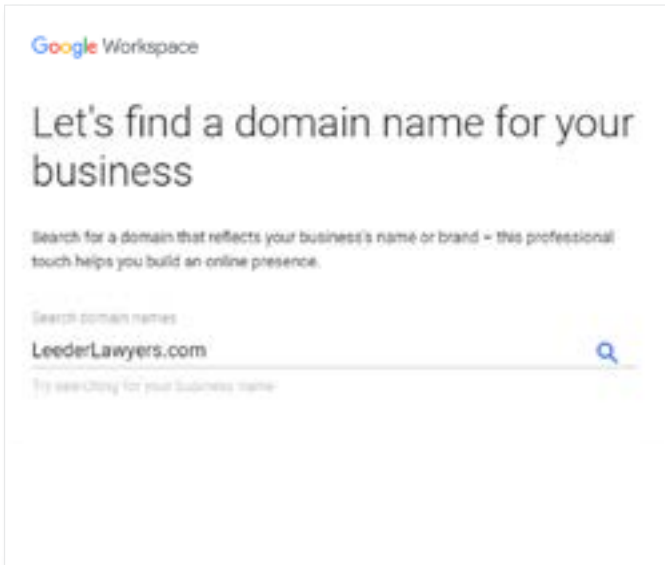


The screenshot shows the Google Workspace 'Does your business have a domain?' setup screen. It includes a note: 'You'll need a domain, like example.com, to set up email and a Google Workspace account for your business.' Below this are two buttons: 'YES, I HAVE ONE I CAN USE' and 'NO, I NEED ONE'.

Choosing a Domain Name:

Now we'll need to find the domain name we want to purchase. *You may need to get a little creative when searching for a domain since the one you want may already be taken.* In this example for instance, I wanted to purchase LeederLaw.com but it was already taken. I ended up purchasing LeederLawyers.com for \$12/year.

- Once you find your domain name to purchase, click **"NEXT."**



Google Workspace

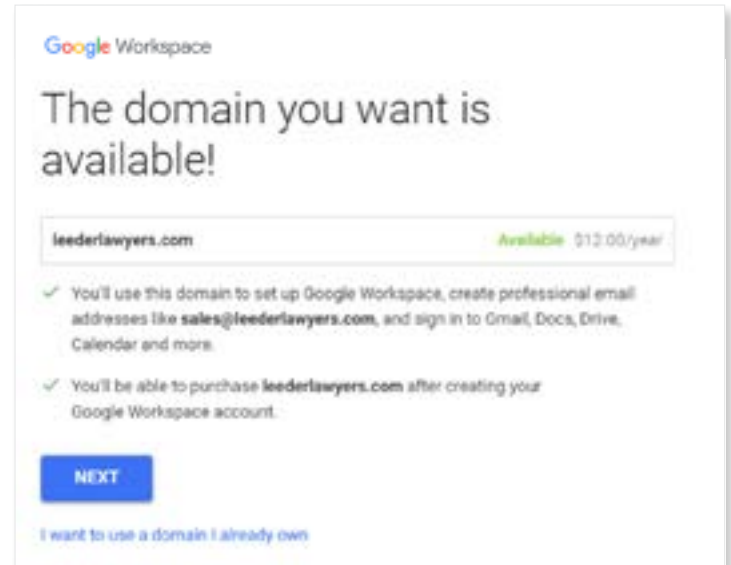
Let's find a domain name for your business

Search for a domain that reflects your business's name or brand - this professional touch helps you build an online presence.

Search domain names

LeederLawyers.com

Try searching for your business name



Google Workspace

The domain you want is available!

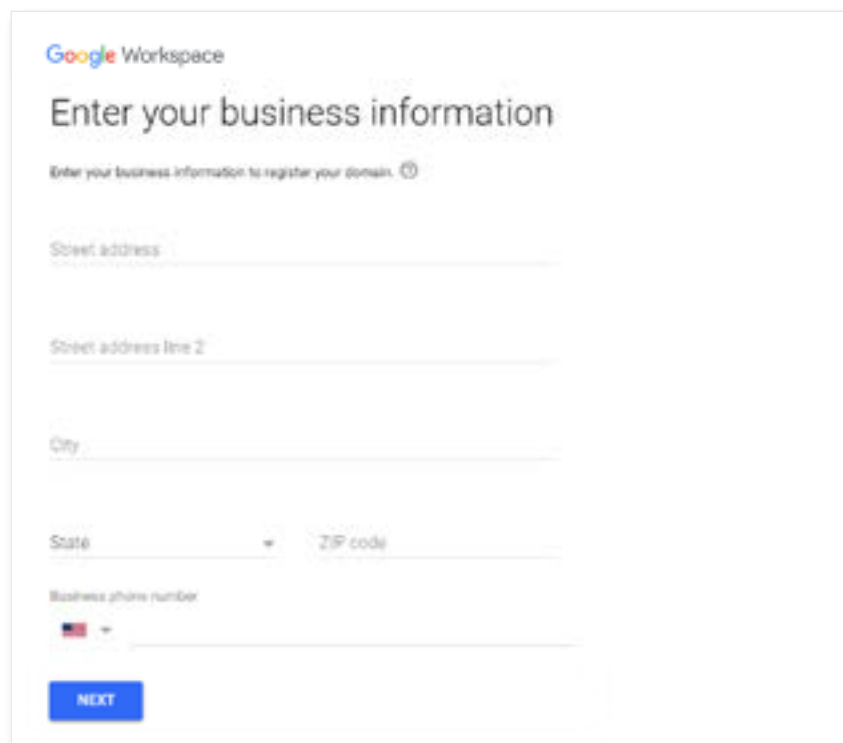
leederlawyers.com Available \$12.00/year

- ✓ You'll use this domain to set up Google Workspace, create professional email addresses like sales@leederlawyers.com, and sign in to Gmail, Docs, Drive, Calendar and more.
- ✓ You'll be able to purchase leederlawyers.com after creating your Google Workspace account.

NEXT

[I want to use a domain I already own](#)

- We'll now be prompted to enter some basic business information. **Fill out the required fields and select "NEXT."**



Google Workspace

Enter your business information

Enter your business information to register your domain. ⓘ

Street address

Street address line 2

City

State ZIP code

Business phone number

NEXT

Creating Your Account:

Now we'll create our first account. **Create a username and a strong password.** *Note: the username will also be the email address people use to contact you.* **Once you do this, select "AGREE AND CONTINUE."**

Google Workspace

How you'll sign in

You'll use your username to sign into your Google Workspace account and create your business email address.

Username
logan @leadoflawyers.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

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

- Confirm your payment plan and **select "NEXT."**

Google Workspace

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

Currency
USD

Business Standard

Flexible Plan \$12.00 per user per month

- No long term commitment
- Cancel or downgrade to Business Starter at any time. [Learn more](#)
- Pay each month (starting 9/1/21 and recurs monthly)
- Add or remove users as needed

Promotion code

NEXT

Creating Your Account (continued)

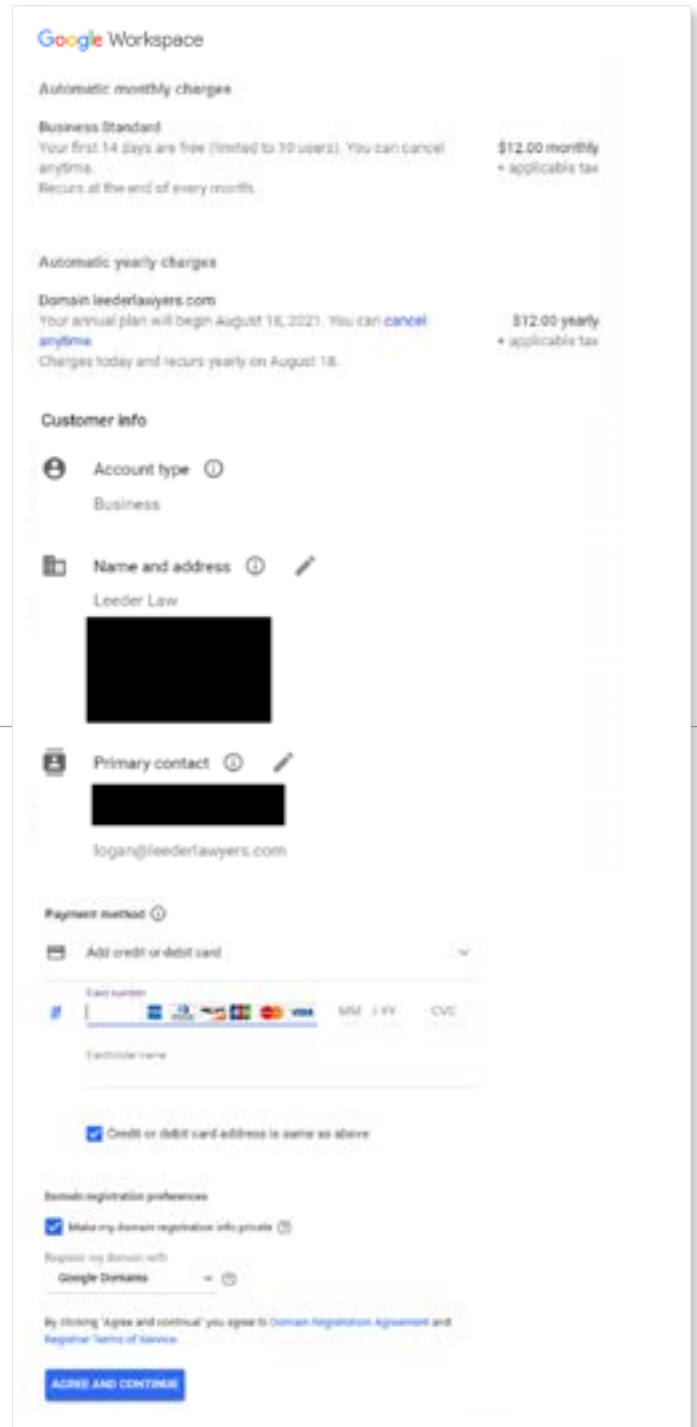
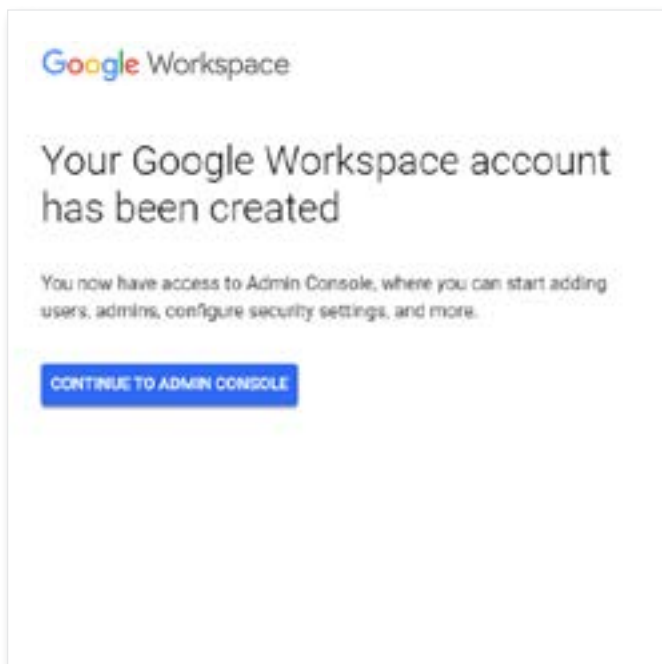
- **Confirm that all of the information on the page is correct** and edit any incorrect information if needed.
- **Enter the payment information you'd like to use for your domain purchase and monthly Google Workspace subscription.**

Leave the default options for "Make my domain registration info private" and "Register my domain with" as shown below.

- Select **"AGREE AND CONTINUE"** when done.

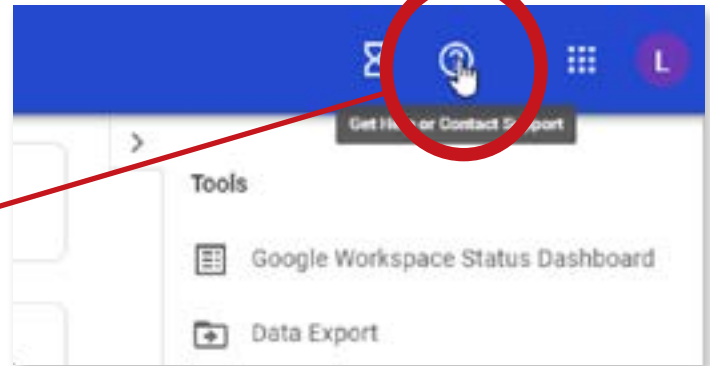
We'll now be prompted to go to the admin portal:

- Select **"CONTINUE TO ADMIN CONSOLE."**



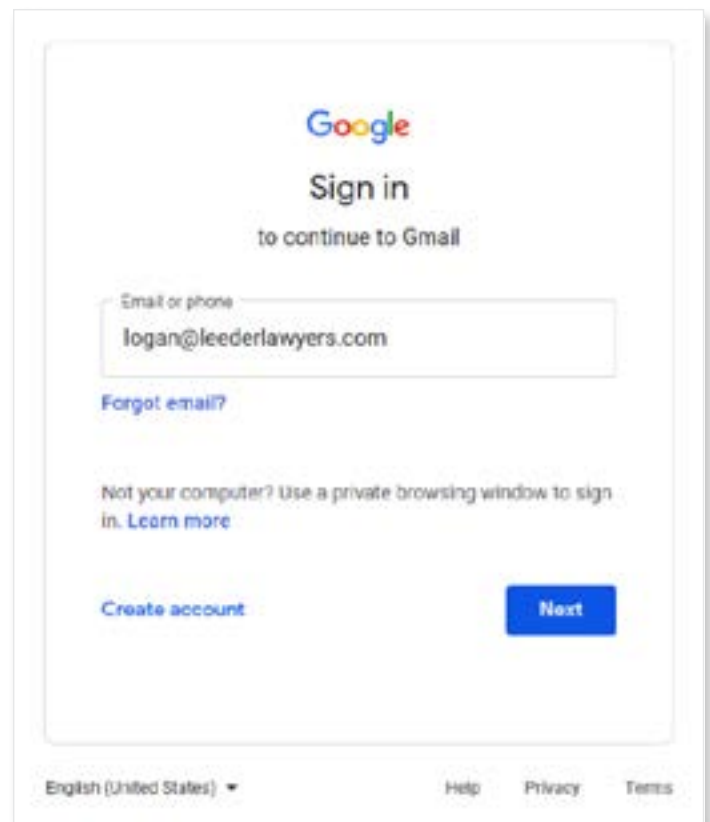
Google Workspace Admin Center:

We'll now be brought to the Google Workspace admin center. **Here we can add / delete users and manage the organization. Click the question mark on the top right of the page to be brought to the FAQ section** if you have any questions on how to do something.



Accessing Email:

After we sign up for Google Workspace, we can access our email by going to [Gmail.com](https://www.gmail.com) and signing in with the account we created:



Conclusion:

We have now purchased and configured a custom domain to send/receive email from in about 15 minutes and almost no effort. **If you have any questions regarding whether Google Workspace is right for your organization, or what plan works best for you, contact Google's sales team** using the information that can be found on this webpage:

[CONTACT | GOOGLE WORKSPACE](#)