

USING GOOGLE APPS FOR EMAIL

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OUTLINE

- Advantages
- Disadvantages
- Demo of Set Up
- A look inside my Google Apps Account

ADVANTAGES

- Most people know how to use Gmail
- Syncs with your devices (with apps or browsers)
- Gives a company all Google Services that sync together

ADVANTAGES

- You don't need your own servers
- You don't need system admins
- You don't need database admins
- You don't need to worry about replication and backups

ADVANTAGES

- YouTube Videos play right in your browser
- You can play wave files / mp3s in your browser
- You can easily add G+ contacts in your browser
- Priority Inbox

ADVANTAGES

- Lots of storages space (25GB)
- Plus 5GB of Drive Storage
- Easy to set up filters to forward to different accounts
- Create group mailing addresses

DISADVANTAGES

- Google has access to your information
- It's a little bit tricky to configure

DISADVANTAGE

- There is no longer a free option.
- Costs: \$5 per email account per month or \$50 per email account per year.

OTHER EMAIL COSTS

- Free with most web hosts

Personal
\$1.49/month

For individuals that want a personalized, secure address.

- 1 Address
- 1 GB Storage
- **Mobile access** for smartphones, iPhone®, Blackberry® and Android™

☐ 12 mo - \$1.49/mo

☐ 24 mo - \$1.41/mo Save 5%†

☐ 36 mo - \$1.34/mo Save 10%†

☐ 60 mo - \$1.26/mo Save 15%†

Plan Features

- > **FREE!** Personal Calendar†††
- > **FREE!** 1GB Go Daddy Online Storage†††
- > **POP3**



Unlimited
\$3.49/month

BEST VALUE!

Ideal for businesses that don't want to worry about running out of space.

- 10 Addresses
- **Unlimited** Storage
- **Mobile access** for smartphones, iPhone®, Blackberry® and Android™

☐ 12 mo - \$3.49/mo

☐ 24 mo - \$3.31/mo Save 5%†

☐ 36 mo - \$3.14/mo Save 10%†

☐ 60 mo - \$2.96/mo Save 15%†

☐ Add more addresses

10 addresses \$2.49/mo

Plan Features

- > **FREE!** Deluxe Group Calendar†††
- > **FREE!** 1GB Go Daddy Online Storage†††
- > **POP3 & IMAP**





The official update feed
from the Google Apps team



Changes to Google Apps packages

Starting today, we are no longer accepting new signups for the free version of Google Apps. The option to switch to this version will no longer be available in 30 days.

This change has no impact on customers who are already using the free version. They can continue to use Google Apps for free.

For more information:

<http://googleenterprise.blogspot.com/2012/12/changes-to-google-apps-for-businesses.html>

<http://support.google.com/a/bin/answer.py?answer=2855120>

whatsnew.googleapps.com

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Subscribe to the RSS feed of these updates

Released on 12/06/2012

Share



61

RELEASED 12/06/12

CHANGES TO GOOGLE APPS

- **Individuals** wishing to use Google's web apps like Gmail and Google Drive should create a free personal Google Account, which provides a seamless experience across all of our web services on any device.
- For **Businesses**, instead of two versions, there will be one. Companies of all sizes will sign up for our premium version, Google Apps for Business, which includes 24/7 phone support for any issue, a 25GB inbox, and a 99.9% uptime guarantee with no scheduled downtime. Pricing is still \$50 per user, per year.

FREE ALTERNATIVE

(This will work, but I still recommend paying Google)

SET UP A PERSONAL GMAIL ACCOUNT

- Bob The Builder is our Client
- Sign up for a free google account (BobTheBuilder@gmail.com)
- Create a professional looking email account Bob@BobTheBuilder.com with web host
- Forward all mail from “professional” account to Gmail Account

SET UP GOOGLE APPS

- Go to <http://google.com/apps>
- Click on Start a Free Trial

The screenshot shows the Google Apps for Business homepage. At the top, the Google logo is followed by 'Apps for Business'. To the right are links for 'Take our website survey' and 'Sign in'. Below this is a navigation bar with links for 'Benefits', 'Products', 'Customers', 'Pricing', 'Partners', and 'Resources'. On the right side of the navigation bar are two buttons: 'Contact Sales' and 'Start Free Trial', with the latter highlighted by a red rectangle. The main content area has a blue background with the text 'Discover a better way of working'. Below this text is a video player showing a construction site. To the right of the video player is a green 'Start Free Trial' button. Further right are icons for various Google Apps: Docs, Sheets, Slides, Drive, and Calendar. At the bottom of the page, there is a white section with the text 'Join the 5 million businesses using Google Apps for Business' and a paragraph describing the suite as a cloud-based productivity tool.

Google Apps for Business

Take our website survey | Sign in

Benefits Products Customers Pricing Partners Resources ▾

Contact Sales **Start Free Trial**

Discover a better way of working

Web based email, calendar and documents that let you work from anywhere.

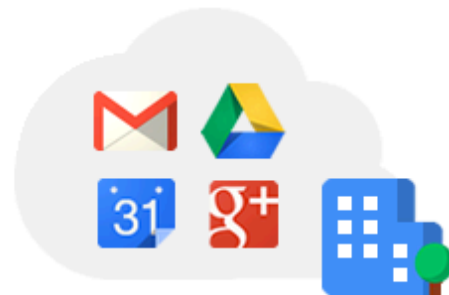
Start Free Trial

Join the 5 million businesses using Google Apps for Business

Google Apps is a cloud-based productivity suite that helps you and your team connect and get work done from anywhere on any device. It's simple to setup, use and manage, allowing you to work smarter and focus on what really matters.

SET UP GOOGLE APPS

1



Mail, Calendar, Drive, Docs,
and so much more

Google Apps is a cloud-based productivity
suite for your business that helps you get
work done from anywhere on any device.

2

3

About you

Name

Current email address you use at work

About your business

Business or organization name

Number of employees

Country/Region

Phone



Next

SET UP GOOGLE APPS

1



Use your own domain

Use Google Apps with your online business identity: **you@yourcompany.com**. Start with Drive and Docs right away and set up Mail when you're ready.



Or, use a complimentary mygbiz.com domain

Try out Google Apps with a domain that we give you: **you@yourcompany.mygbiz.com**. Keep this domain as long as you like, or change to your own domain later.

2

a



b



3

Your Business Domain Address

I would like to:

- ☒ Use a domain name I have already purchased.
You'll need to verify that you own it.
- ☐ Use a complimentary mygbiz.com address
Keep it forever, change it whenever. No setup needed. [Learn More](#)

Your own domain


Next

SET UP GOOGLE APPS

1

2

3



Your new Google Apps account

This is how you will sign in to Google Apps to see your mail, calendar, and documents. You can add your colleagues later.

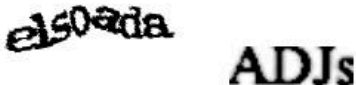
Create your user account

Choose your username

@yourwebsitetips.com

Create password


Re-enter password



Type the two words:

⌂ 🔊 ?

Read and agree to terms of service



Google Apps for Business (Online) Agreement

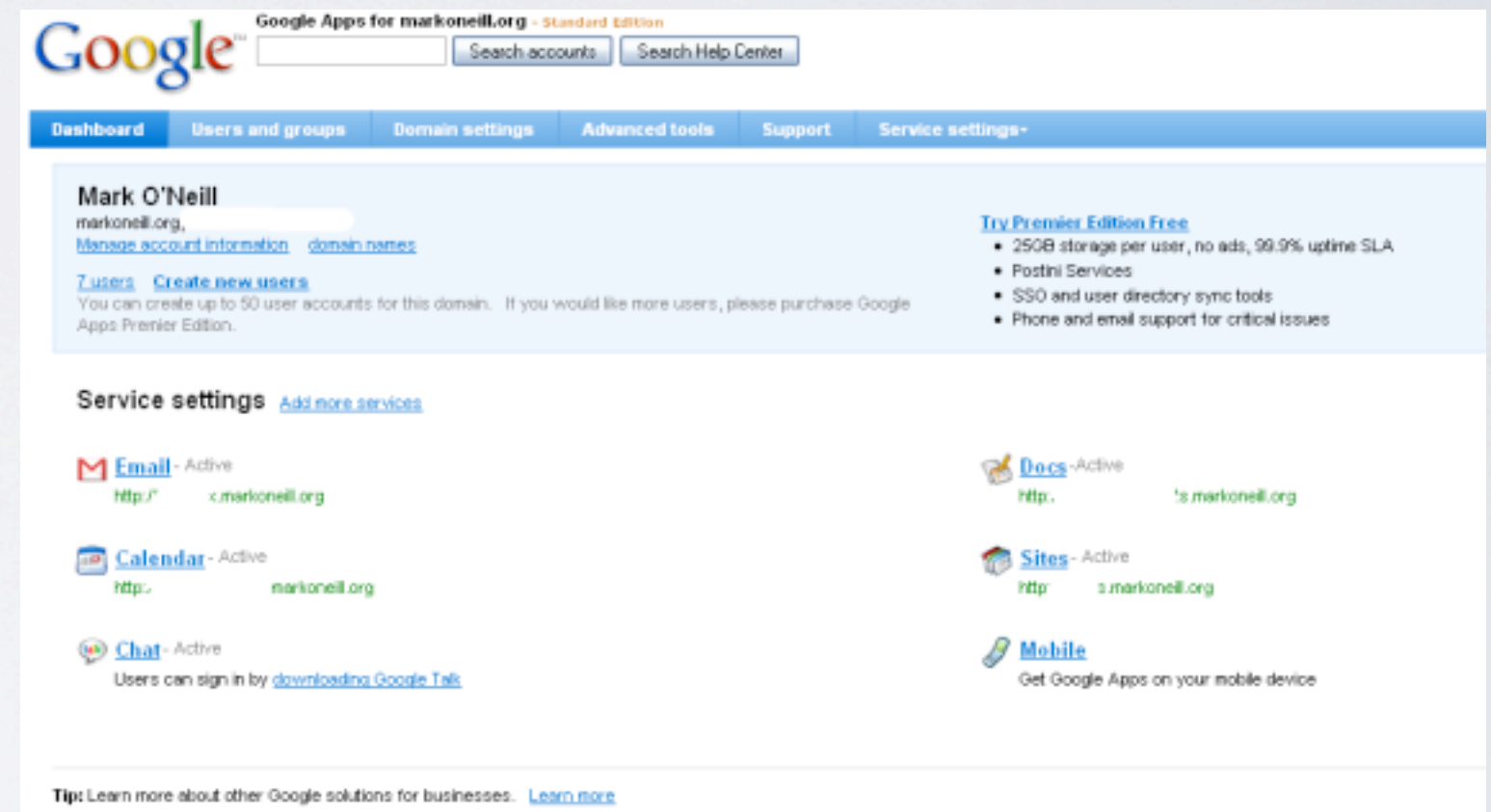
Go to the [Additional Terms](#) for services made available with the new accounts infrastructure

[Print terms of service](#)

Accept and signup

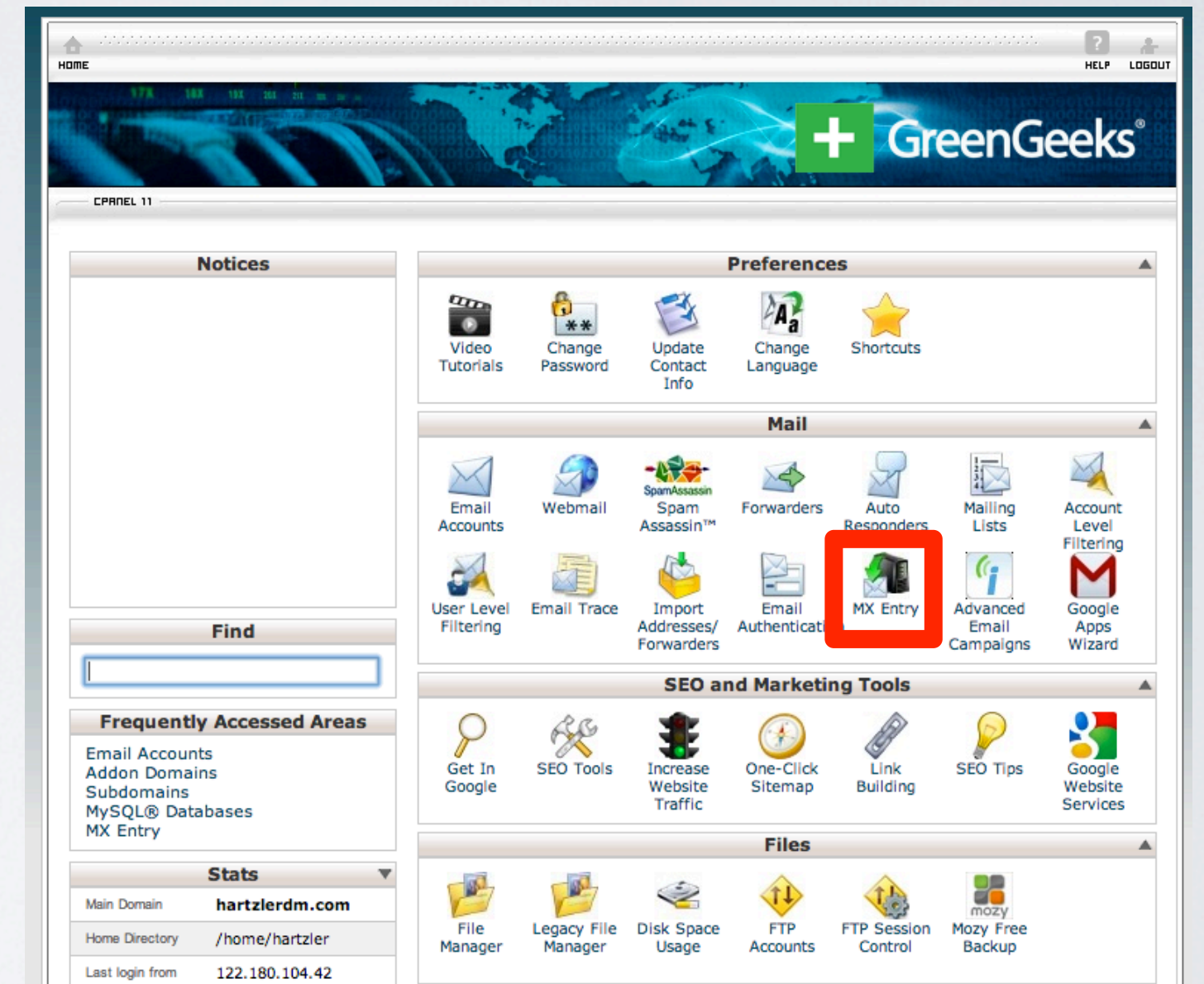
WHAT HAPPENS NEXT?

- You will get to a welcome screen that says that Google Apps is setting up
- Sometimes this step lasts up to 48 hours
- As long as you don't change the MX records, email will not be effected.



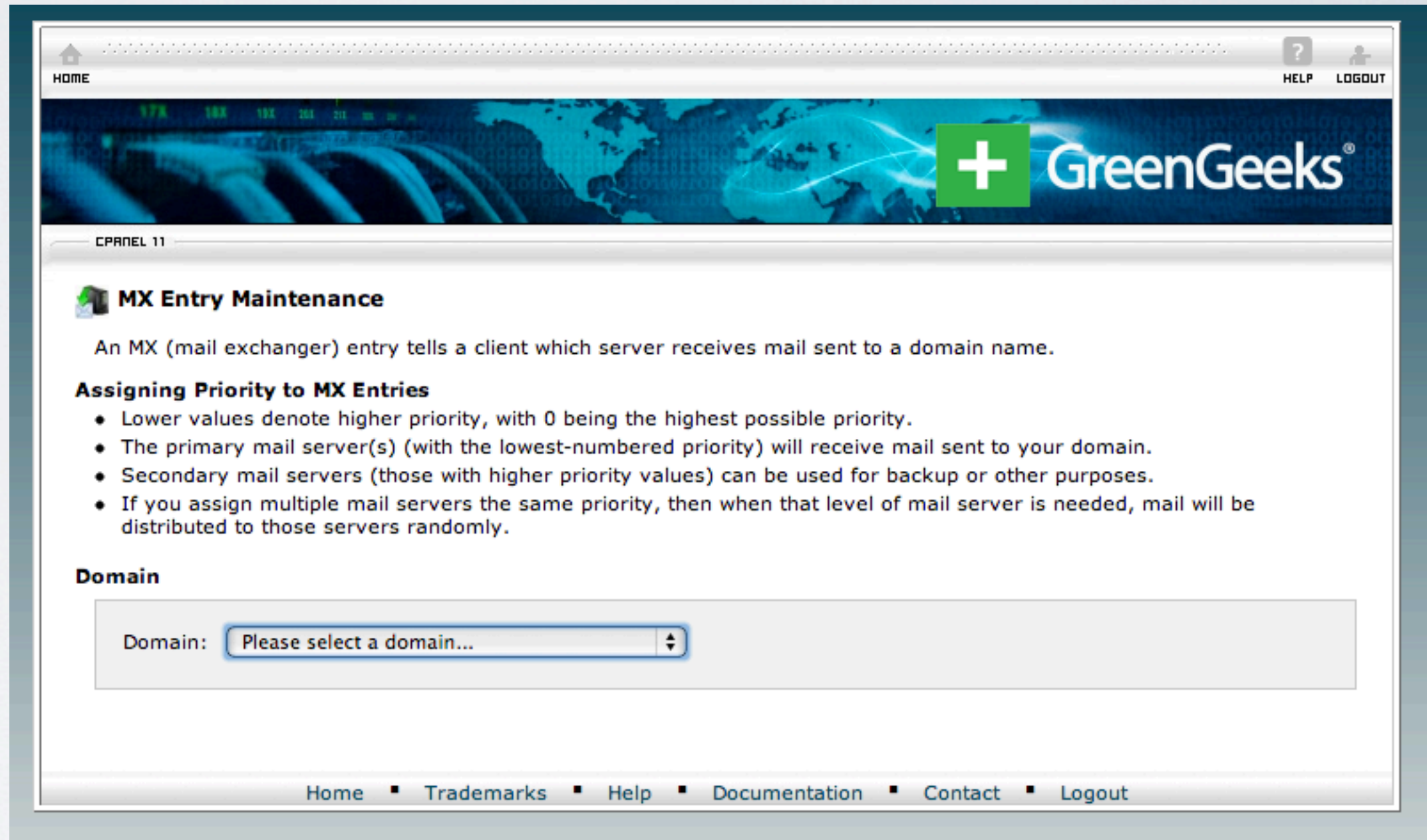
MX RECORDS

- You need to change the MX records for your hosting company to direct your mail from the web host to Google
- A mail exchanger record (MX record) is a type of resource record in the Domain Name System that specifies a mail server responsible for accepting email messages on behalf of a recipient's domain.



CHANGE MX RECORDS

- Select a domain name



The screenshot shows the GreenGeeks CPanel 11 interface. At the top, there's a navigation bar with 'HOME', 'HELP', and 'LOGOUT' links. Below this is a banner featuring the GreenGeeks logo and a world map. The main content area is titled 'MX Entry Maintenance' and includes a brief explanation of MX records. It also contains a section for 'Assigning Priority to MX Entries' with a bulleted list of instructions. At the bottom, there's a 'Domain' section with a dropdown menu labeled 'Please select a domain...'. The footer contains links for 'Home', 'Trademarks', 'Help', 'Documentation', 'Contact', and 'Logout'.

MX Entry Maintenance

An MX (mail exchanger) entry tells a client which server receives mail sent to a domain name.

Assigning Priority to MX Entries

- Lower values denote higher priority, with 0 being the highest possible priority.
- The primary mail server(s) (with the lowest-numbered priority) will receive mail sent to your domain.
- Secondary mail servers (those with higher priority values) can be used for backup or other purposes.
- If you assign multiple mail servers the same priority, then when that level of mail server is needed, mail will be distributed to those servers randomly.

Domain


Domain:

Home ▪ Trademarks ▪ Help ▪ Documentation ▪ Contact ▪ Logout

CHANGE MX RECORDS

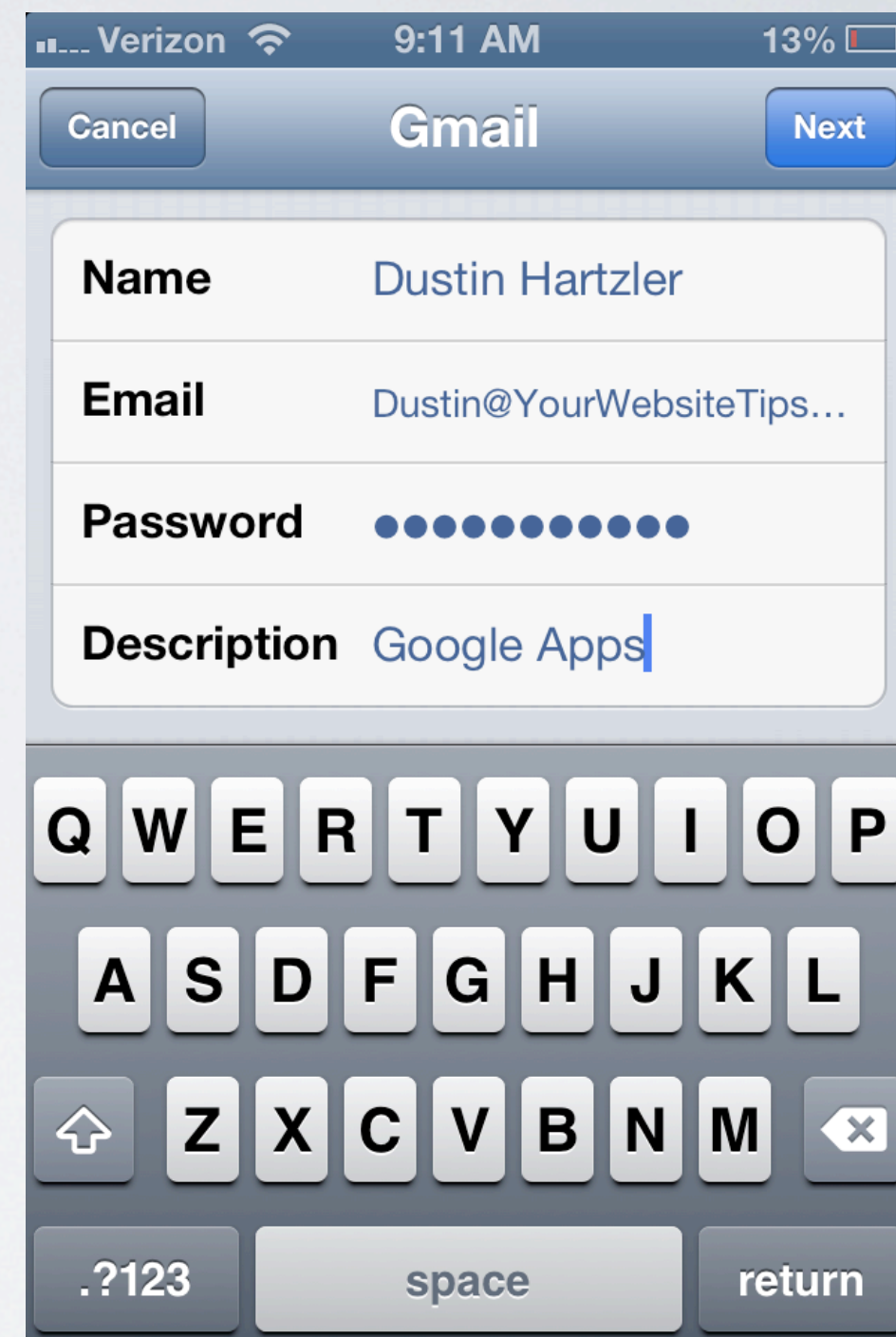
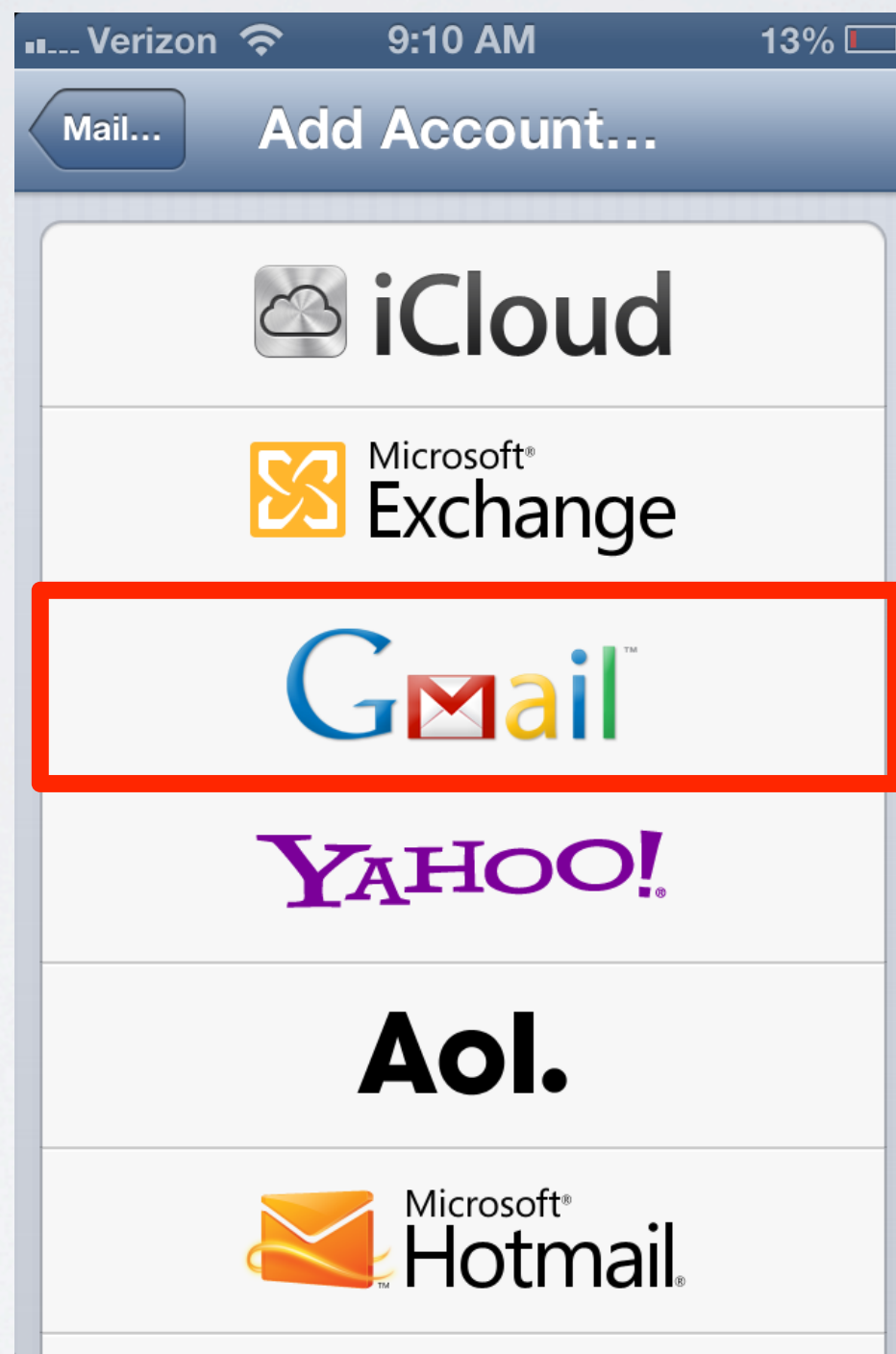
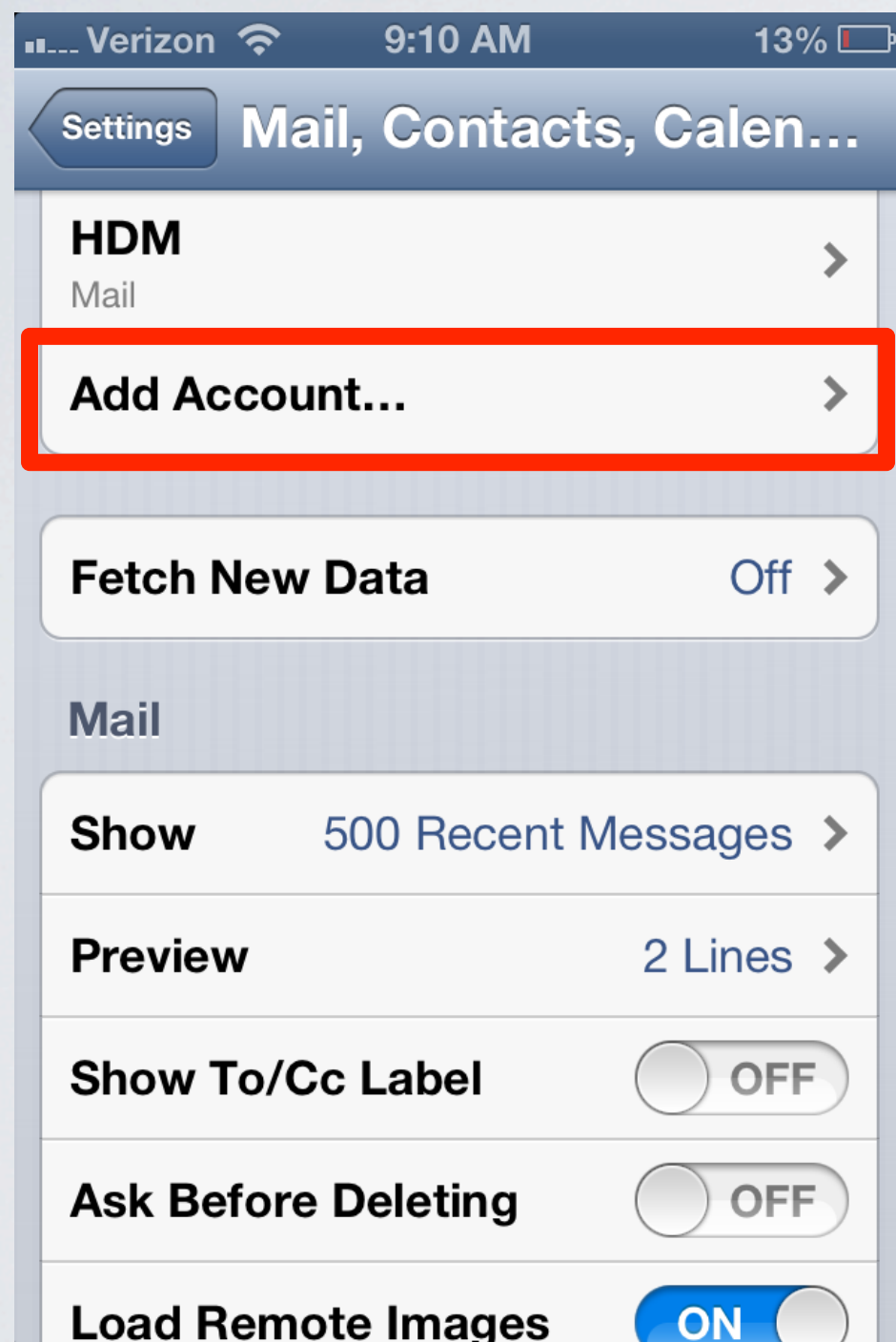
- Remove the default MX Record
- Add Google's Records
 - ASPMX.L.GOOGLE.COM
 - ALT1.ASPMX.L.GOOGLE.COM
 - ALT2.ASPMX.L.GOOGLE.COM
 - ASPMX2.GOOGLEMAIL.COM
 - ASPMX3.GOOGLEMAIL.COM

MX Records		
PRIORITY	DESTINATION	ACTIONS
0	yourwebsitetips.com	Edit Delete



MX Records	
PRIORITY	DESTINATION
1	ASPMX.L.GOOGLE.COM
5	ALT1.ASPMX.L.GOOGLE.COM
5	ALT2.ASPMX.L.GOOGLE.COM
10	ASPMX2.GOOGLEMAIL.COM
10	ASPMX3.GOOGLEMAIL.COM

SET UP ON YOUR DEVICES



QUESTIONS