



Setting Up a Business Email

Today we're going to talk about registering a custom domain email address. This video's going to show you how we do it, which is currently using namecheap.com to register the domain, and then I use Google Apps to manage it. I enjoy the Gmail interface and it's pretty easy to set up. After you've bought your domain on Namecheap, you simply go to admin.google.com and sign up for this Google App account. As you can see, mine goes straight into the admin console because I've already signed up for an account. Once you've gone through the process of step-by-step signing up for a Google admin account, this is what your screen will look like as well.

We've purchased the domain and we need to let Google know that we own it. We're going to click here where it says Add Domains or Domain Aliases. You'll see that we already have verified a few of the domains that we own. Today we're going to add one that we haven't verified before. You click here on Add a Domain or a Domain Alias and it will say Domain Alias of the first one that we signed up or Add Another Domain. In this case, we're going to add another domain and I think we're going to do ... We have several different domains, we're going to instantfba.com. There was a time that we were going to use that domain, so once you click it in, it gives you this screen and like I said this video is going to tell you about namecheap.com because it's who we use. If you have a different provider, clicking this link will give you the details on how to set up Gmail using those. I can't speak for anything other than Namecheap.

From here you want to copy this string of text, so select it, hit copy, you're going to come to your Namecheap account and over here on the left side it will say All Host Records. You click it. It will bring you to this page. If the @ symbol wasn't here, put the @ symbol there, this is where you'll paste your Google verification string. Click here where it says User Mail Server's Host Name Required and they make it easy for you because it says Automatically Set the MX Records Necessary for Google Apps Email. Again, here you make sure the @ symbol, copy your verification code that you saw here. If this field here isn't populated the ttl it will auto-populate so no worries if it's blank. You don't have to fill anything in. Then in the mail settings click User and then automatically set MX records. When we hit Save Changes here you will see that it set the email settings to the required settings for Google Apps.

Now we will come back here and I imagine it won't work. Currently it takes a little while usually to have those records reflected. We'll go ahead and click Verify, oh and it did work so almost real-time there. Generally you can expect a delay of up to a full day. I've had it take a full day before. You can contact Google and they're really quick about getting back to you. As you can see, I've had success here so now I've verified that this is my domain. Click Continue and it will take you back to the admin console. Now what you want to do, Google knows that you own the domain, you want to add a user. So, you're back here and we're going to click User and we already have some users over some different domains but for this one we're going to click Add user.

Down here on the bottom right and it will say What Do You Want This Person's Name to Be, so we'll go for Eric Lambert and we want it simply to be Eric@. Now these are the domains we have registered already. Google knows we own these so we set up instantfba so we're going to do that one, so Eric@instantfba.com it is. You just click Create. As you can see it's a success. We're going to click Show Password. We're just going to give this a temporary password that will change when we log in for the first time. Copy that password and then we're going to log into a Gmail account just like normal.

I'm going to open a new window here and sign in. Eric@instantfba.com. Paste the password in. Sign in and it's going to be your normal end-user license agreements. Accept those. I will be setting up a new password for using the temporary password to log in. As you can see it's loading my mailbox and here's the first use of it. So there you are. Now you have a full-fledged business domain email.