WebLandscapes

Client guide · weblandscapes.com/guides/

Set up email on your domain

Get mail at you@yourbusiness.com. You open the email account in your own name; we connect it to your domain and make sure your messages reach inboxes.

Time
About 15 minutes, plus a short call with us

You'll need
Your card, and your phone for sign-in checks

Cost
A monthly fee per person, paid to Google or Microsoft

Choose your email service

Google Workspace (recommended)

Gmail at your domain, with a calendar and shared drive, on any phone or computer. Simple to run for a small team.

Microsoft 365

Outlook at your domain, with Word, Excel and Teams. A good fit if your team already works in them.

Before you start

- Your domain must already be in your Cloudflare account. If it isn't yet, see Buy a domain in Cloudflare.
- Decide which addresses you want, for example your own name plus info@ for the website's forms.
- If the domain already receives email somewhere else, tell us before you start. Changing the MX record moves new mail at once, and old messages stay with the old service.

Important

Don't change your domain's DNS records yourself, even if the sign-up offers to. We add every record for you, so your website and your mail keep working.

Steps for Google Workspace

1 Sign up for Google Workspace with your domain

Go to workspace.google.com and start a plan. When it asks, choose that you already have a domain and type it.

2 Create your own address

Create your address, such as you@yourbusiness.com, with a strong password. It becomes the admin account, so keep the password somewhere safe. Turn on 2-step verification when Google offers it.

3 Add your payment card

Pay with your own card, so the account and its mailboxes are always yours. Google bills you monthly for each person with an address.

4

If Google asks you to verify the domain, stop there

Google needs proof that you own the domain. If we haven't added that proof for you yet, Google shows a verification step. Leave that page and tell us: we add the record in your Cloudflare account, and you select Verify afterwards. Google closes accounts whose domain isn't verified within 9 days, so tell us the same day.

5

Book a short call to finish together

Google only lets accounts inside your Workspace be admins, so our address can't be added to it. Instead, we finish the Google side together on a 20-minute call: you share your screen, select a few buttons we point to, and stay the only admin. Nobody shares a password.

Book a call →

Using Microsoft 365?

Do the same at microsoft.com/microsoft-365/business: sign up with your domain, your own address and your own card, don't change any DNS records, then book the call.

We take it from here

The records, testing and spam protection are ours. We connect the mailboxes to your domain, check that mail arrives and that your messages pass the checks inboxes use to spot fakes, and tell you when it's ready.

Stuck on a step?

Tell us which step and what you see on the screen, and we'll walk you through it. A screenshot helps. Never send us a password or a backup code: we won't ask for one.

Contact@WebLandscapes.com **+1 786 608 8489**

Book a call and do it together

📖 Official help: Google Workspace (https://workspace.google.com/) · Microsoft 365 (https://www.microsoft.com/microsoft-365/business)