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Set up business email with Google Workspace

Printable checklist

- [ ] Every address you use today written down, DNS records exported
- [ ] New account created, not an upgraded personal Gmail
- [ ] Plan chosen and the cancellation terms read
- [ ] Domain verified with a TXT record
- [ ] Every address added as a user, alias or group
- [ ] Catch-all set up, only if you had one before
- [ ] Old MX records removed and Google's MX added
- [ ] One SPF record that includes Google and every other sender
- [ ] Gmail turned on: Gmail is ready
- [ ] DKIM record added and authenticating
- [ ] One DMARC record, starting at p=none
- [ ] Tests arrived at every address
- [ ] A reply shows SPF, DKIM and DMARC PASS
- [ ] Phone set up as a Google account
- [ ] Reminder set to review DMARC in four weeks