

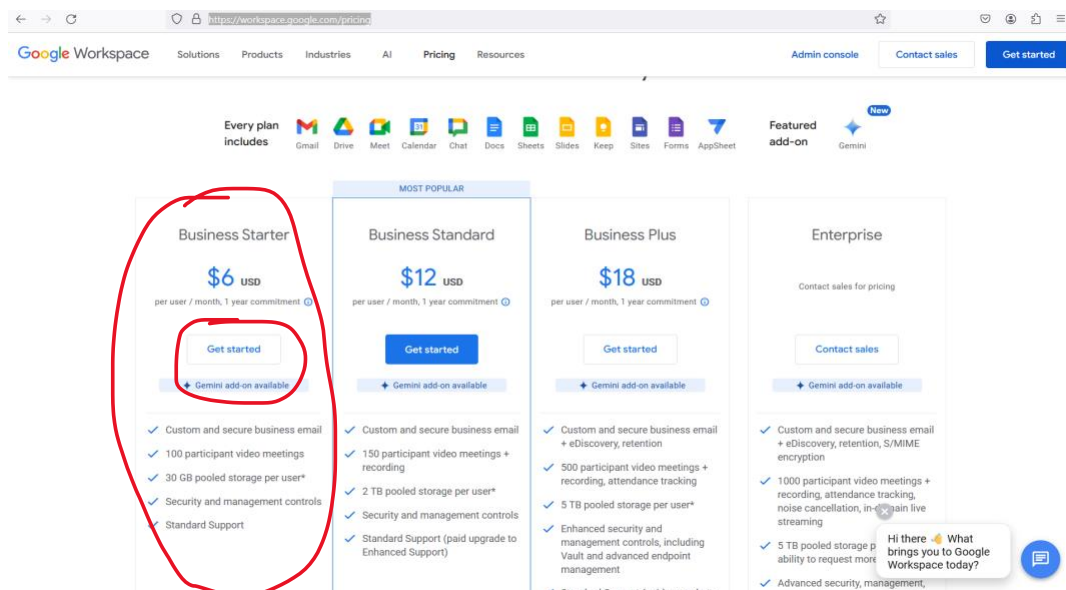
Setting Up a Google Workspace Account Step-by-Step Guide

Revised February 2024

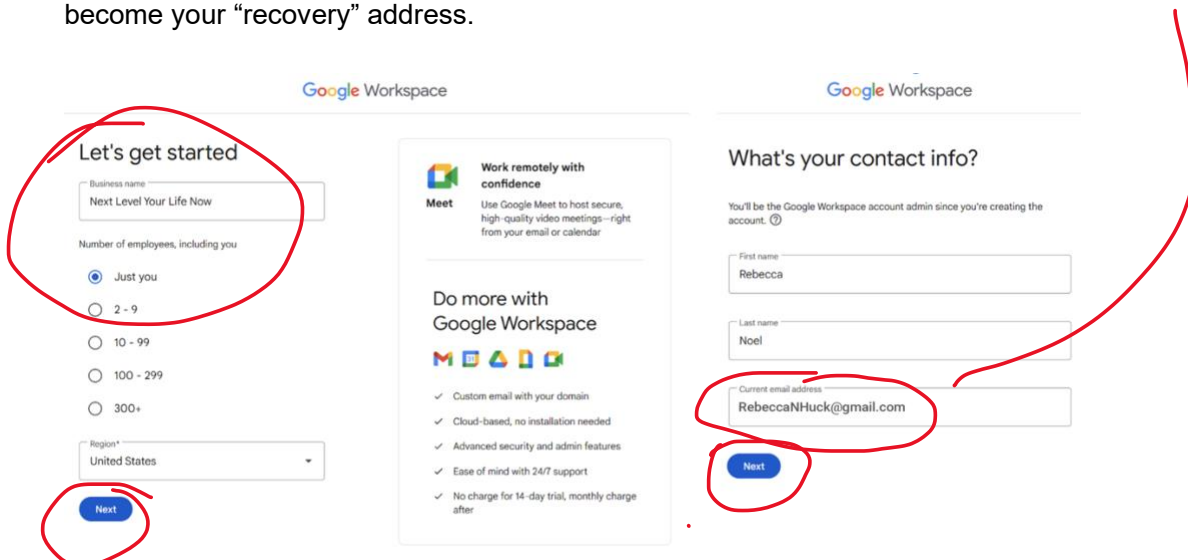
**** Note: If you have another Gmail account open, sign out of it before proceeding. Have your GoDaddy login and password handy (or the login info for the provider you purchased your website name from).**

Step 1 – Choose Your Plan:

A) Go to <https://workspace.google.com/pricing> – we recommend starting with the \$6 option. You can always upgrade later if needed. Click the “Get started” button.



B) **Enter Your Business Information:** This next screen will ask for your business name and size. Fill it out, and click the “Next” button to enter your contact info and an existing email address you already have that will become your “recovery” address.



Step 2 – Choose Setup Option

A) Choose the option on the left “your-company.com”, which is the “professional” way to set up your email.

Google Workspace

How do you want to set up Google Workspace?

With a your-company.com address
We'll set up enhanced collaboration for you or a team, using a new or existing custom email

- ✓ Use a custom email address ⓘ
- ✓ Extended and engaging video calls ⓘ
- ✓ Shared calendars ⓘ
- ✓ Add users to your subscription ⓘ
- ✓ More storage for every user added
- ✓ Security and management controls

Select ^ Details

With a gmail.com address
We'll unlock Google Workspace features just for you, using your current email

- ✓ Continue with a gmail.com address ⓘ
- ✓ Extended and engaging video calls ⓘ
- ✓ 1 TB of secure cloud storage
- ✓ Easy appointment scheduling ⓘ
- ✓ Professional email campaigns ⓘ

Select ^ Details

Step 3 – Enter Your Domain

- A) Assuming you have already purchased a website name, answer “**Yes**”.
(If not, open a new window and go back to “Step One” on the Coach Ready-Made Website “Getting Started” page and purchase your domain).
- B) Next, **type in the domain name that you registered** from GoDaddy or whatever site you bought it from. Then click on the blue “Next” button.

Google Workspace

Does your business have a domain?

You'll need a domain, like *example.com*, to set up email and a Google Workspace account for your business. ⓘ

Yes, I have one I can use No, I need one

Google Workspace

What's your business's domain name?

Enter your business's domain name. You'll use it to set up custom email addresses, like *info@example.com*. We'll walk you through verifying that your business owns this domain later. ⓘ

Your domain name
NextLevelYourLifeNow.com
E.g. *example.com*

Next

- C) The next screen will ask you to confirm that this is the correct domain. Be sure there are no typos and that you have it entered correctly before proceeding, then click “**Next**”.

Google Workspace

Use this domain to set up the account?

nextlevelyourlifefnow.com Your domain

Emails sent to **nextlevelyourlifefnow.com** won't be affected until you set up email with this account.

Next
[I want to buy a new domain instead](#)

Step 4 – Create Username and Password

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
rebecca @nextlevelyourlifenow.com

7 / 64

Password
.....

10 / 100

We know you're probably not a robot, but we just have to ask:
Are you a robot?

☒ I'm not a robot

reCAPTCHA
Privacy - Terms

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

A) **Create a username** which is what will be in front of your domain email. We recommend that this be either your first name or first and last name

Example: Rebecca@NextLevelYourLifeNow.com or RebeccaNoel@NextLevelYourLifeNow.com

However, you can also use other usernames such as “info”, “admin”, “connect”, etc. if you wish.

B) Next, **create a password**. Assuming you are in a secure space like your home or office and no one is looking over your shoulder, it is helpful to click on the eyeball icon to show password as you are creating it so you can be sure what you are entering.

C) Check the box “I’m not a robot”

D) Click the “**Agree and continue**” button to proceed to the next screen.

Step 5 – Log In to the Admin Console

Enter your new full email address, and click “**Next**” to proceed to the **Password screen**. Enter the password you just created. Again, if you are in a secure place, you can click on “**show password**” to be sure you are entering it correctly. Then click “**Next**” which should bring you to a welcome screen.

Google

Sign in

to continue to Admin console

Email or phone
Rebecca@nextlevelyourlifenow.com

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more about using Guest mode](#)

[Create account](#)

Next

Google

Welcome

rebecca@nextlevelyourlifenow.com

Enter your password
.....

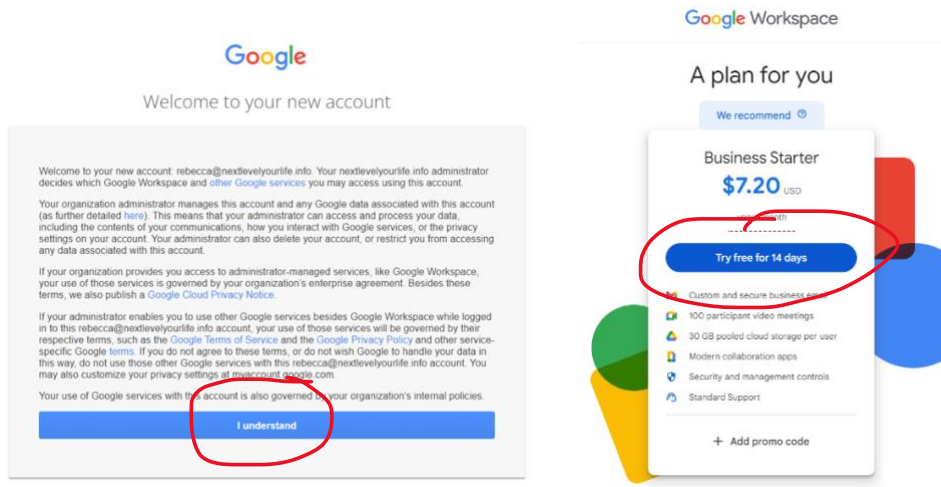
☐ Show password

[Forgot password?](#)

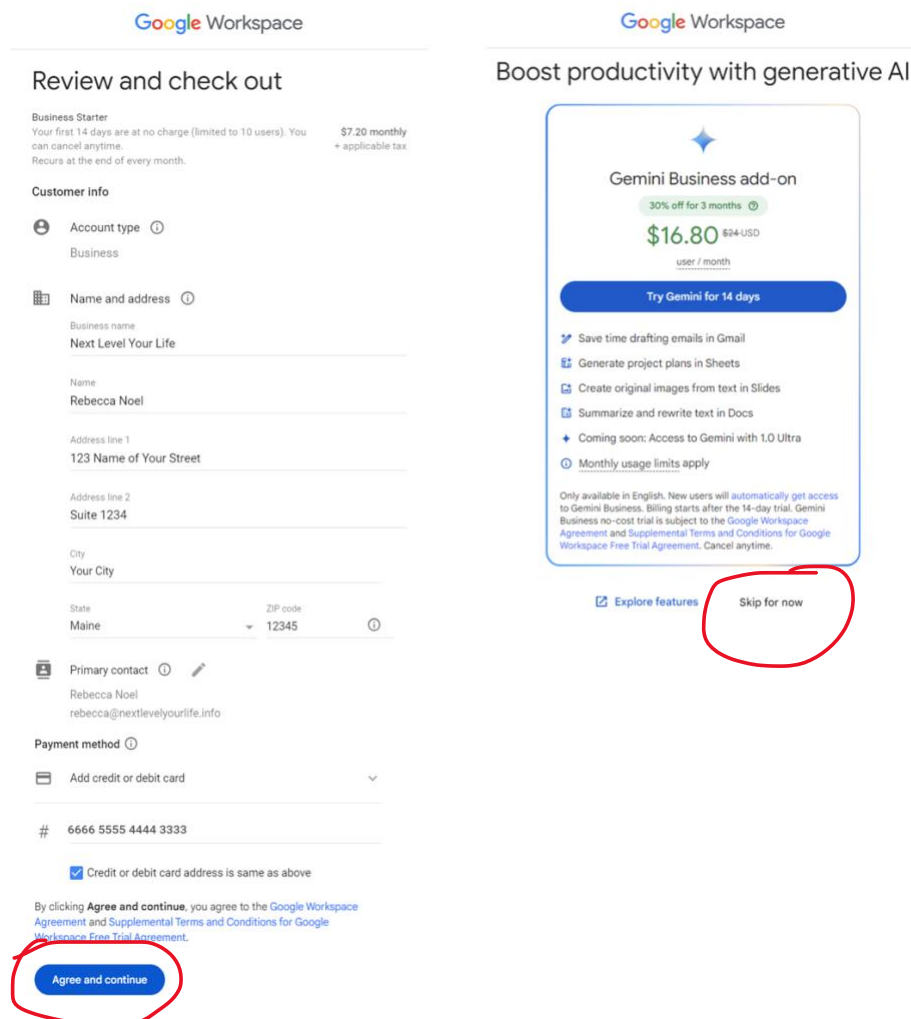
Next

Step 6 – Agree to Google’s Terms of Service and Pay for Your Plan

- Click on the blue “**I understand**” button and it will bring up the Business Starter Plan Screen.
- Click on the “**Try Free for 14 Days**” button to proceed to the checkout process.

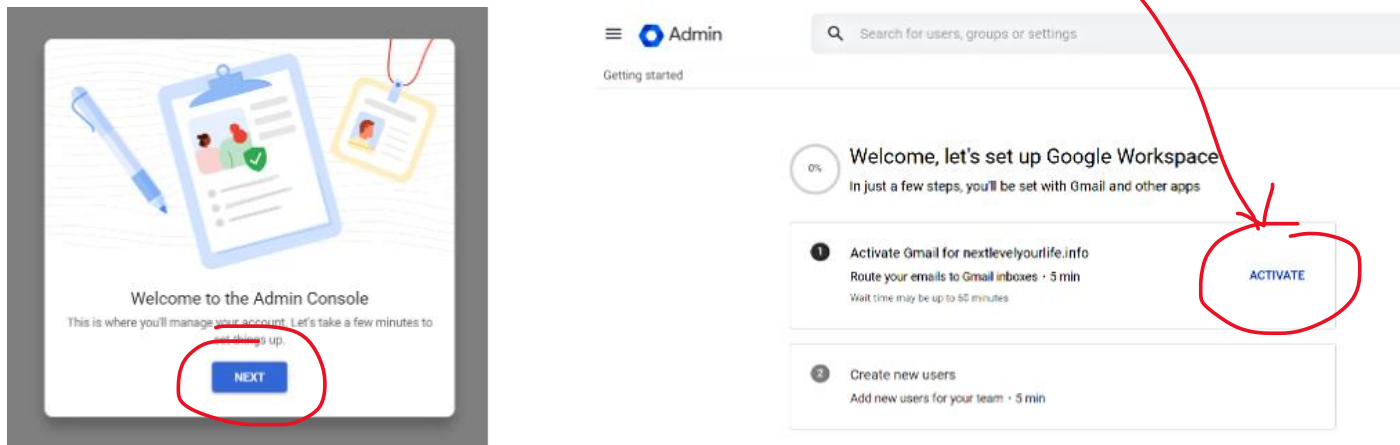


- Complete the checkout process, Review your order details**, and then click “**Agree and Continue**”, which will bring up an “Upsell” screen for AI features, which you can **Skip**.
(You can always upgrade later if you decide you need AI features.)

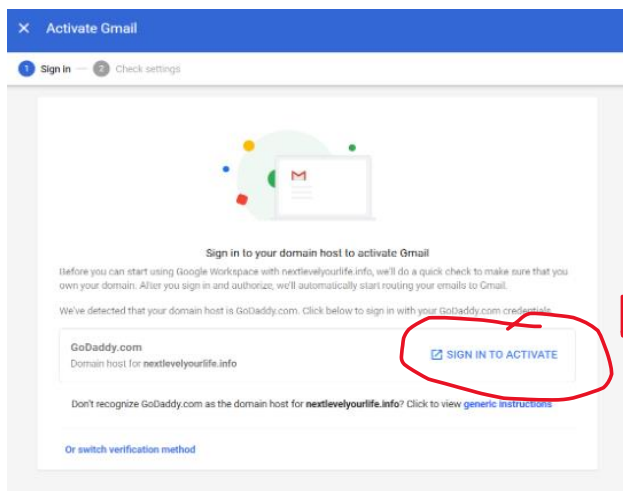


Step 7 – Enter Admin Console to Complete the Connection Process with Your Domain

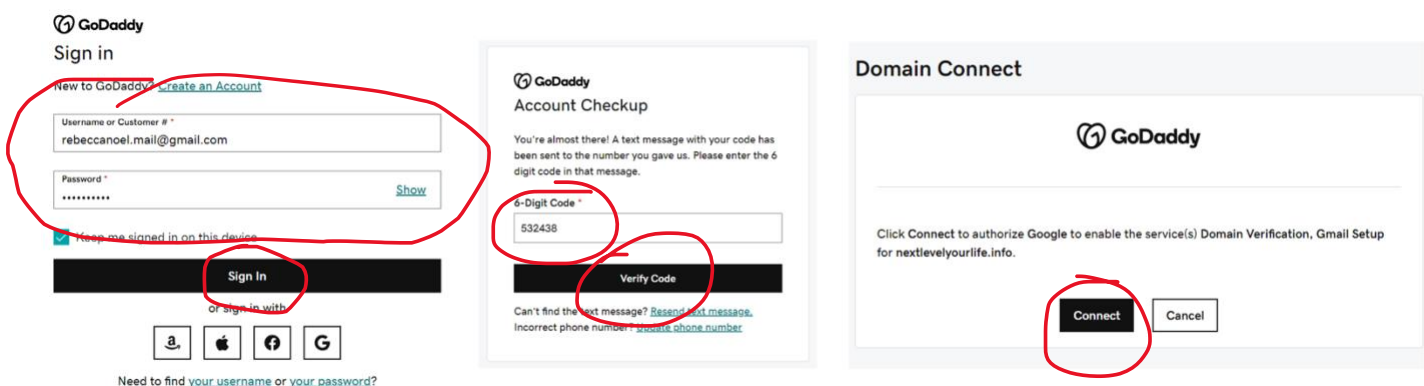
- A) You will now see a welcome message letting you know you will now be accessing your Admin Console.
B) Click Next to bring up the screen that asks for your authorization to **“ACTIVATE”**.



- C) Google will identify and bring up your Domain Provider. Click **“Sign In to Activate”**.



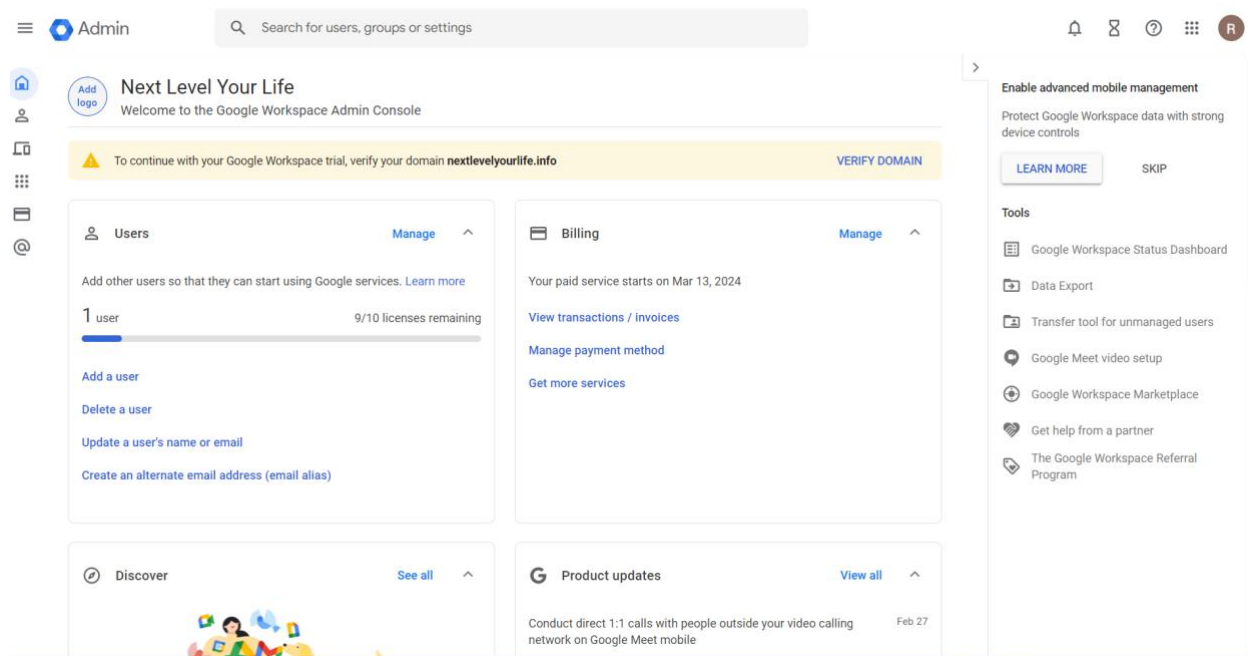
- D) Sign In to your account.
E) Your account provider will ask for verification with either your mobile # or your email address.
F) Click “Connect to Authorize” to complete the process.



Step 8 – Wait for the Refresh Screen and Customize Your Admin Console

You should be automatically taken to your Admin Console after the setup process is complete. **Occasionally, during the automated process, your browser might time out, and you will be presented with a blank white screen. If that happens, wait for 1-2 minutes, then close out and go back to www.gmail.com to log back into your account.** It should take you back to the admin console.

From here, you can complete any unfinished verification, add additional users, manage your billing, add your logo, etc. **You are now set up!**



How to Get from Admin Console to Your Email, and from Your Email Back to the Admin Console:

- A) To get to your Email, click on the “checkers” icon, and select Gmail.
- B) To get back to your Admin console, click on your profile icon, and then the Admin Console link.

