

EASY GUIDE TO

# HOW TO SETUP

## A Professional E-mail using



2019 Edition, written and produced by Graham Naylor of Graham's Free Tips

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Thank you for downloading my guide, I hope you find it useful in helping you to set up a professional email using the G-Mail platform to run your emails through. You should also have received an additional video to go with this guide.

It took myself, quite a bit of time to work out this neat trick, which I've used countless times to help businesses setup a more professional email. So, the aim of this guide is to enable *you* to set up a professional looking email for **FREE!**

*And... ..without using the paid Google G-suite account.*

*I have written this guide in the shortest steps as possible, so as to help you understand the process quickly rather than getting too overwhelmed by technical jargon. I also assume you understand certain terms - such as domain name, domain provider or registrar, hosting, email forwarding, smtp etc.*

*If you do need further assistance with other topics relating to this guide, please contact me by visiting the web address below and I will be more than happy to assist you further.*

All the best with your online success

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# What to do first! (Important)

I'm sure if you looked hard enough, you will find a variety of ways being published to enable the same end result. However, I found this simple process, the quickest and easiest way.

## Step 1

Ok! The first thing you need to do is purchase your own domain. You can register your domain with any of the many leading providers.

Example only as the video: **[www.yourbusinessname.xyz](http://www.yourbusinessname.xyz)**

**Use this link if you wish to use the provider I use in the video**

**<http://www.tkqlhce.com/click-9142124-11426545>**

*Registration company examples for your information*

**Godaddy.co.uk**

**123-reg.co.uk**

**Names.co.uk**

**Namecheap.com** <http://www.tkqlhce.com/click-9142124-11426545>

*I have numerous accounts, but I will use Namecheap in this manual as I find them very reliable and cost effective. Please use the link above to register a domain name if you need one.*

## Step 2

Next you need to create a new clean Gmail account.

Note: The reason for this, is that it will be a fully verified account to yourself. Google has certain security protocols in place which can sometimes hinder the process if you don't follow things properly.



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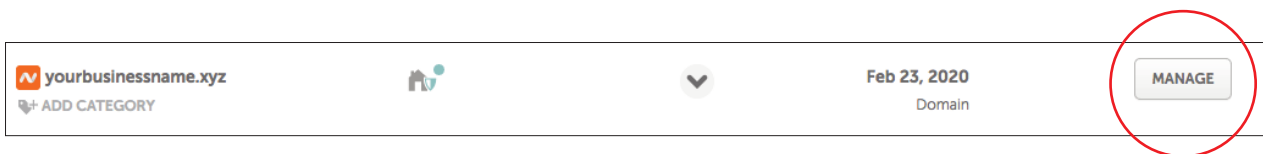
Please refer other users to **[www.grahamsfreetips.com](http://www.grahamsfreetips.com)** for a direct download, if you wish to share this document.

# Setup your professional email alias

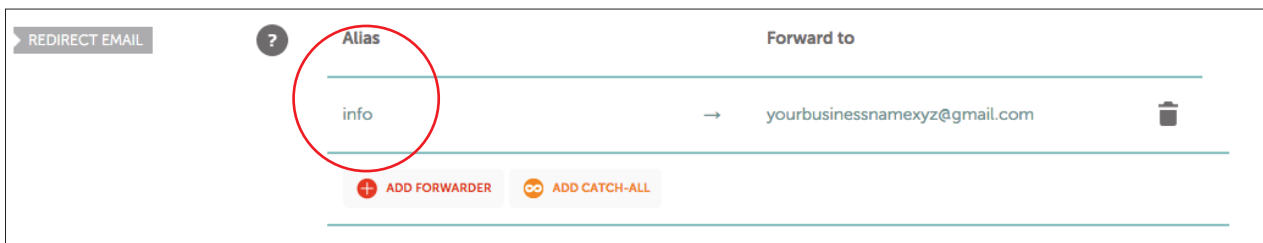
## Step 3

From your domain account you need to setup an email forwarder to your new Gmail Account. Sometimes its called email redirect.

Firstly select your domain which will take you to your manage domain settings.



This will take you to your Email Alias settings, lower down the page



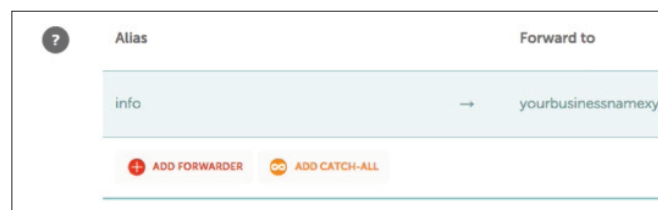
From here you need to setup your alias, I used info for the example but you can have your first name etc.

Alias Name: **info** → Forwards to: **yourbusinessnamexyz@gmail.com**

The alias will now form part of your **new** professional email.

**info@yourbusinessname.xyz**

***Tip:** Make sure you save changes in your domain account. Otherwise your new email above will not be recognised.*



# Testing your new email alias

## Step 4

We now need to test your new email address forwards to your gmail account.

*Tip: I suggest using a completely separate account to send the test. Not the newly created Gmail account, just to avoid any issues. It can be another Gmail account or another provider.*

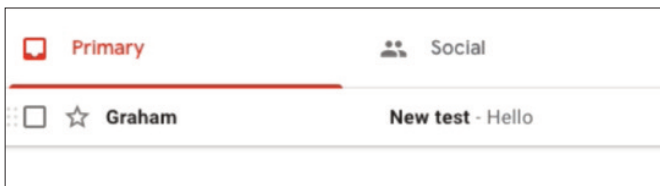
Send the email to your new professional email address.  
This should forward to the newly created Gmail account.

Send a test email to: **info@yourbusinessname.xyz**

Test email sent from an alternate account to new email address



Test email received by new Gmail account



# Setting up our Gmail Account to use our new domain name

## Step 5

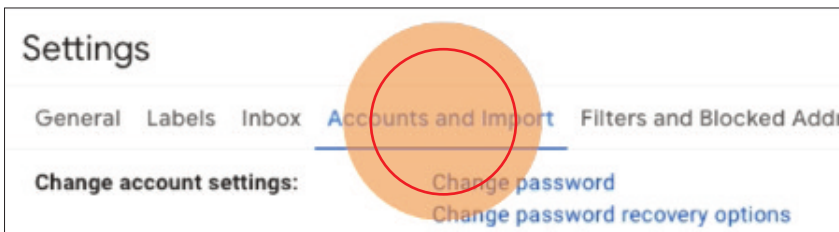
This is the tricky bit, so pay close attention.

In your new clean Gmail account.

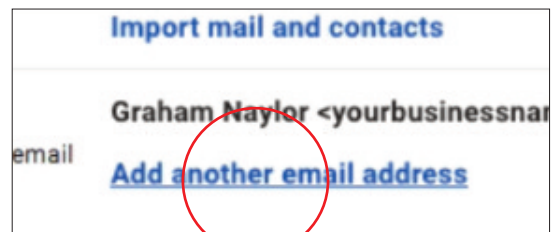
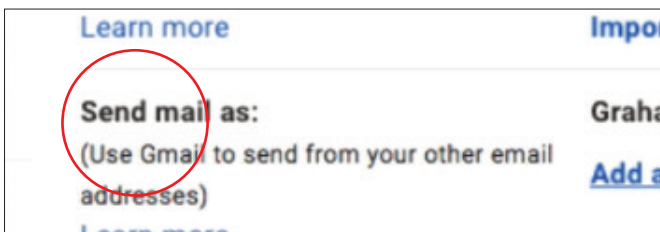
Click on the cog in the upper right corner and open Settings



Open the tab "Accounts"



Scroll down to send mail as and click on add another email address



## Step 6

A new window will pop up with which you need to type your new professional domain email in, leave treat as an alias checked.

Click Next Step

## Step 7

The window will change to SMTP settings

- Server: **smtp.gmail.com**
- Port: **587**
- Username is your new gmail address  
**yourbusinessnamexyz@gmail.com**  
*not your new domain email*
- Enter your password for the Gmail account
- Keep selected connection using TLS

Click Add Account

## Step 8

A new window will pop up with which you need to type your new professional domain email in, leave treat as an alias checked.

Click Next Step

## Step 9

The window will change to SMTP settings

- Server: **smtp.gmail.com**
- Port: **587**
- Username is your new gmail address  
**yourbusinessnamexyz@gmail.com**  
*not your new domain email*
- Enter your password for the Gmail account
- Keep selected connection using TLS

Click Add Account



## Step 10

After you click add account it will ask you to verify the account to make sure you are the owner. A code will be sent to your domain email, which should be your new Gmail account.

**Add another email address you own**

**Confirm verification and add your email address**


Congratulations, we successfully located your other server and verified your credentials. Just one more step!

An email with a confirmation code was sent to **info@yourbusinessname.xyz**. [\[Resend email\]](#)  
To add your email address, do one of the following:

Click on the link in the confirmation email      **OR**      Enter and verify the confirmation code

Keep the above window open select the window with your messages and you should have received the code.

**Gmail Confirmation - Send Mail as info@yourbusinessnam**



**Gmail Team** <gmail-noreply@google.com>  
to info ▾

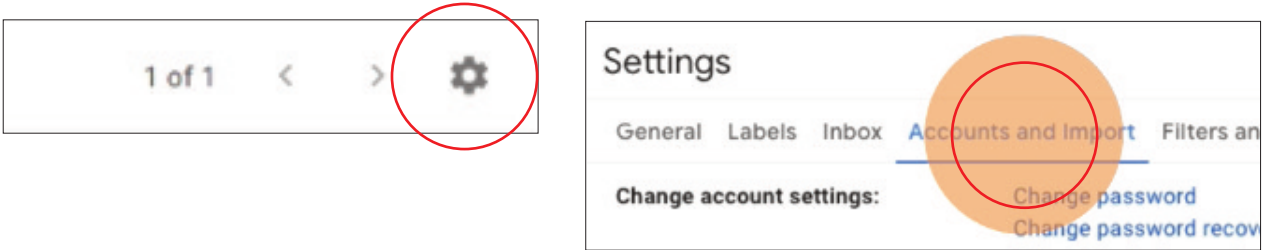
You have requested to add [info@yourbusinessname.xyz](mailto:info@yourbusinessname.xyz) to your Gmail account.  
Confirmation code: **484224595**

Copy the Confirmation code and paste it into the verification box

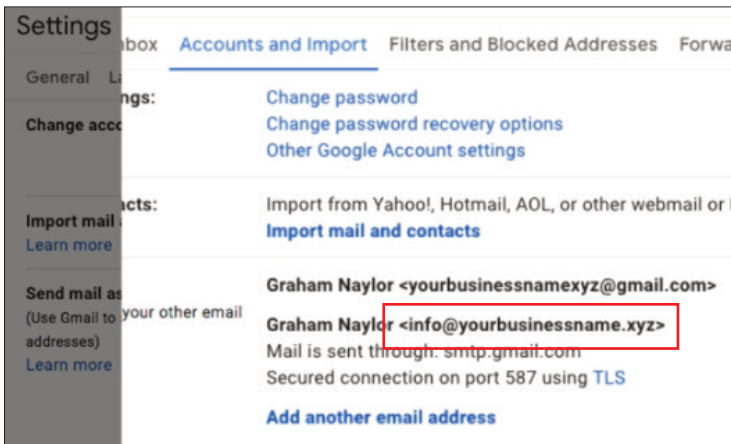
Click Verify

## Step 11

Go back to your Gmail account settings and then select accounts



You should now see that your new professional email has been added to your accounts section.



- Scroll to the right of your page and **click make default**
- Your new domain email should now say **default**



All you need to do now is test it out....

# Congratulations!

You should now have your own professional domain email using a Gmail Account for FREE!

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E A S Y G U I D E T O

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