
Google Apps Setup Service Details

Support Post Setup

Depending on the package you select, you will get either 5, 30 or 90 days of support after we initially setup your Google Apps for Domains. We can setup additional users, answer questions, makes changes for you, and help train you to administer Google Apps for Domains for in the future. (Support packages available if you want us to continue to support you after the included support period ends.)

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Unlimited User Accounts

We will setup as many users as Google will allow. For less than 10 accounts, you can simply e-mail us the list. For 11 or more account, you can provide either a spreadsheet or a CSV file containing the users.

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Dedicated Account Manager

An Account Manager will be assigned to your account, giving you a single point of contact who is familiar with your setup.

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Setup and Configuration

We will setup Google Apps for Domains for your company or organization and configure it to meet your needs. We will discuss the various features available and how they fit your situation, and configure Google Apps for Domains the most optimal way.

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You Get Administrative Access

We don't force you to go through us to make changes in the future. Simply tell use which user accounts you want to Administer Google Apps for Domains, and we will set the correct permissions so those users have full Administrative Access.

(We can also administer your Google Apps for Domains account if you would rather have us handle it for you. See our Support Packages for details.)

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Verify Domain Ownership (HTML or CNAME)

When we setup Google Apps for your Domain, Google requires that we verify that you own or administer the domain name. This is done by making changes only the owner or system administrator of your domain could make, such as adding an HTML file or adding a CNAME.

If you are using us for web hosting or you give us access to your web host and/or domain name registrar login, we can perform this task for you. If you do not wish to give us access, we will provide instructions for you, your webmaster or web designer to follow.

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Setup MX Records

MX Records are part of the DNS (Domain Name Service) that tells computers sending mail where to send it. This needs to be configured so that you can receive mail.

If you registered your domain name with us, or you give us access to your domain name registrar login, we can setup this step for you. If you do not wish to give us access, we will provide you instructions for you or your system administrator to follow.

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Setup Subdomains

Setting up subdomains such as mail.yourdomain.com, and calendar.yourdomain.com will make it easier for your users to get to the various Google Apps for Domains applications. While not required, we recommend setting these up for all new installations.

If you registered your domain name with us, or you give us access to your domain name registrar login, we can setup this step for you. If you do not wish to give us access, we will provide you instructions for you or your system administrator to follow.

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What is required from you

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A domain selected to be used with Google Apps e.g. (www.MyCompany.com)

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Administrative control / access at your Names Server (NS)

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A Google Apps account. (If you don't have one, don't worry we will help you in signup).