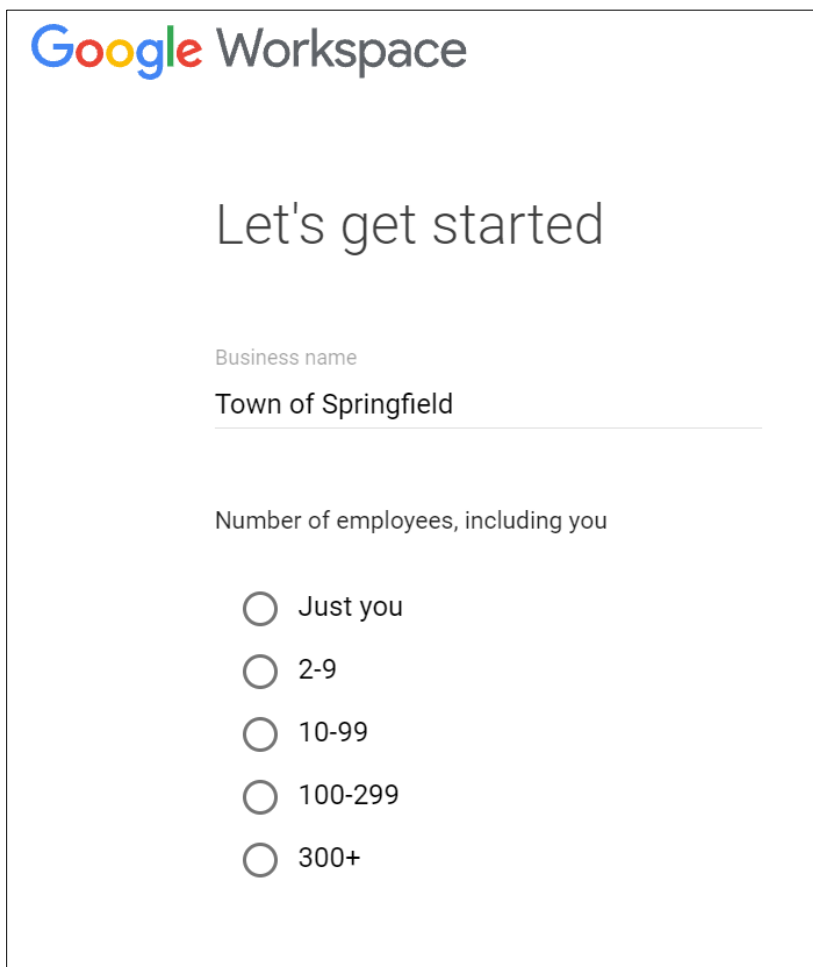


Using Gmail with a wi.gov email domain

These instructions are for informational purposes only, were correct at the time of creation and are subject to change. Work directly with Google/Gmail to resolve any Gmail specific issues.

Part 1: Setting up your business email account

1. Go to Google Workspace, Gmail, Business Accounts to begin setup:
 - a. <https://workspace.google.com/products/gmail/>
2. Click "Get Started".
3. Infill necessary information and click 'Next':



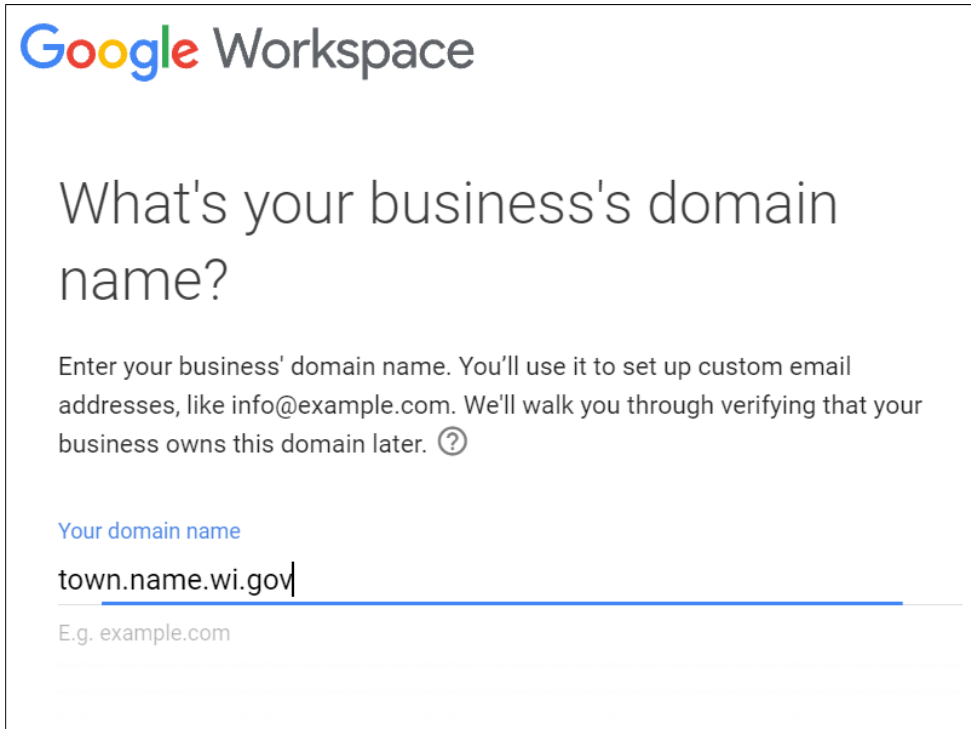
The screenshot shows the Google Workspace setup interface. At the top left is the Google Workspace logo. The main heading is "Let's get started". Below this, there is a form with two sections. The first section is labeled "Business name" and contains a text input field with the value "Town of Springfield". The second section is labeled "Number of employees, including you" and contains five radio button options: "Just you", "2-9", "10-99", "100-299", and "300+".

The screenshot shows the Google Workspace account creation interface. At the top left is the Google Workspace logo. The main heading is "What's your contact info?". Below this is a sub-heading: "You'll be the Google Workspace account admin since you're creating the account." followed by a help icon. There are three input fields: "First name" with the text "Jane", "Last name" with the text "Clerk", and "Current email address" with the text "currentemailforyou@yahoo.com".

4. When asked "Does your business have a domain?" Click 'YES, I HAVE ONE I CAN USE'

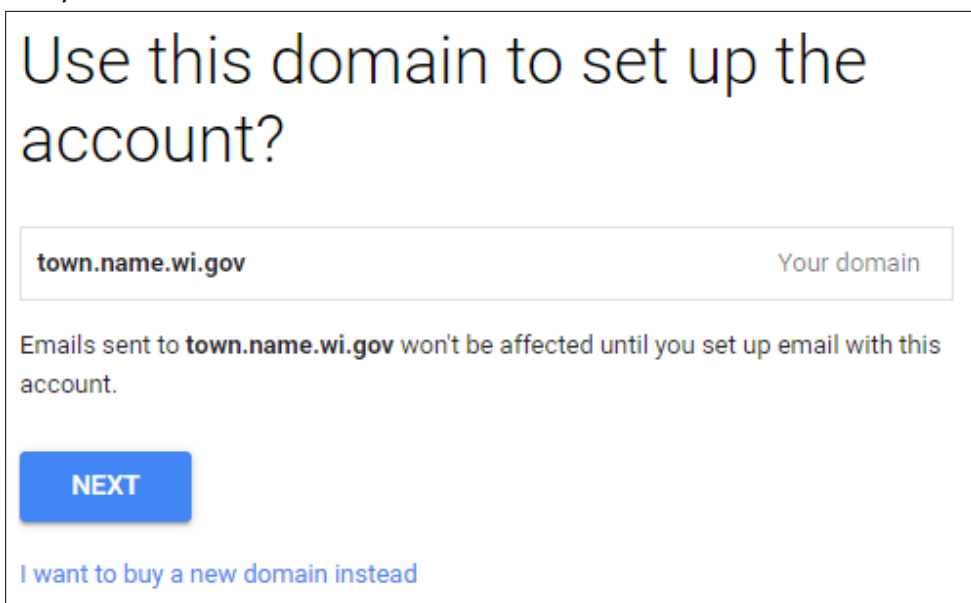
The screenshot shows the Google Workspace account creation interface for the domain question. At the top left is the Google Workspace logo. The main heading is "Does your business have a domain?". Below this is a sub-heading: "You'll need a domain, like *example.com*, to set up email and a Google Workspace account for your business." followed by a help icon. At the bottom, there are two buttons: "YES, I HAVE ONE I CAN USE" and "NO, I NEED ONE". The "YES, I HAVE ONE I CAN USE" button is circled in red.

5. Enter your requested domain name, i.e.:
 - a. Co.<name of county>.wi.gov = co.manitowoc.wi.gov
 - b. tn.<name of town>.wi.gov = tn.burlington.wi.gov
 - c. vi.<name of village>.wi.gov = vi.readstown.wi.gov



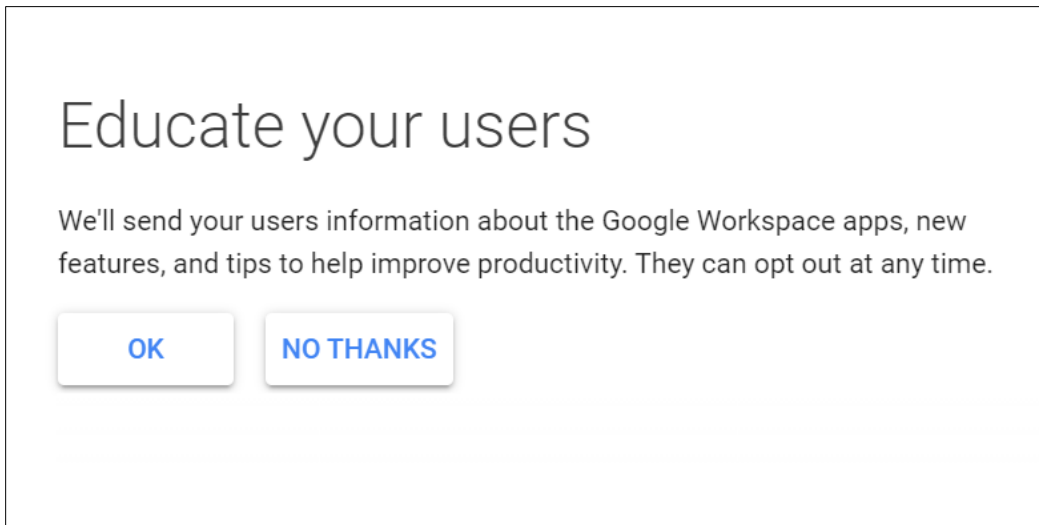
The screenshot shows the Google Workspace domain setup interface. At the top left is the Google Workspace logo. The main heading asks, "What's your business's domain name?". Below this, a paragraph explains that the domain name will be used for custom email addresses and that verification is required. A text input field contains "town.name.wi.gov" with a blue underline. Below the input field is a link "Your domain name" and a placeholder "E.g. example.com". A help icon is visible at the end of the explanatory paragraph.

6. Verify the domain name is correct and click 'Next'

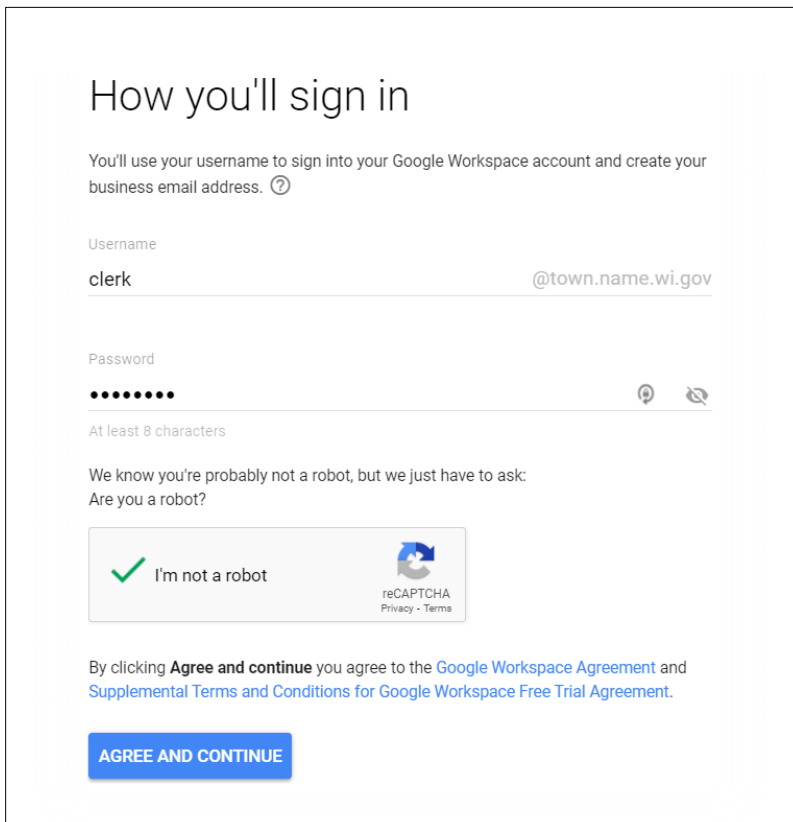


The screenshot shows the Google Workspace domain verification page. The main heading asks, "Use this domain to set up the account?". Below this, a text box displays "town.name.wi.gov" with "Your domain" to its right. A paragraph states, "Emails sent to town.name.wi.gov won't be affected until you set up email with this account." At the bottom left is a blue "NEXT" button. At the bottom left is a link "I want to buy a new domain instead".

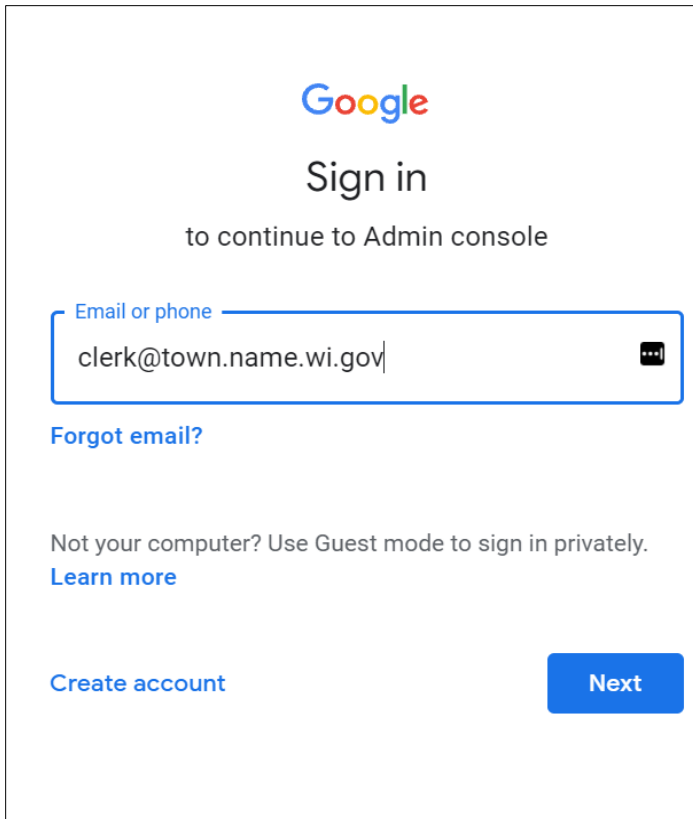
7. Google Workspace info screen, choose as desired



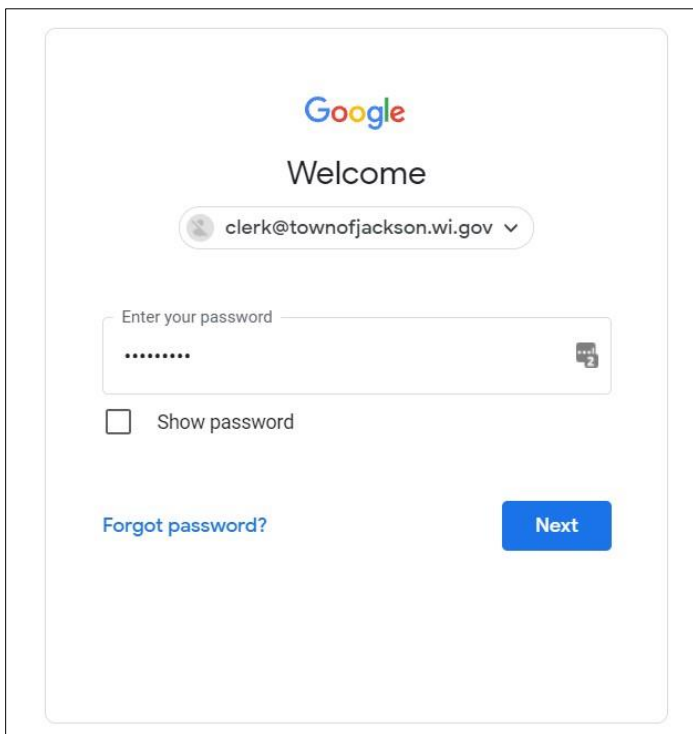
8. Type in a username and password for your email account. Check the box for 'I'm not a robot' and click 'AGREE AND CONTINUE'



9. You will then sign into your new account. Use the newly created email to sign in.



The screenshot shows the Google Sign in page. At the top is the Google logo. Below it, the text reads "Sign in to continue to Admin console". There is a text input field labeled "Email or phone" containing the email address "clerk@town.name.wi.gov". Below the input field is a link for "Forgot email?". Further down, there is a message: "Not your computer? Use Guest mode to sign in privately. Learn more". At the bottom left is a link for "Create account", and at the bottom right is a blue "Next" button.




The screenshot shows the Google Welcome page. At the top is the Google logo. Below it, the text reads "Welcome". There is a dropdown menu showing the email address "clerk@townofjackson.wi.gov". Below this is a text input field labeled "Enter your password" containing several dots. Below the password field is a checkbox labeled "Show password". At the bottom left is a link for "Forgot password?", and at the bottom right is a blue "Next" button.

10. Verify your identify. Type in your phone number and select text message or voice call. Click 'Get code'.

Google

Verify your identity

We've detected unusual activity on the account you're trying to access. To continue, please follow the instructions below.



Provide a phone number to continue. We'll send a verification code you can use to sign in.

Country
United States

Phone number

Google will only use this number for security purposes. Standard text messaging rates may apply.

Receive verification code via:


Text message (SMS)

Automated voice call

Get code

Google

Verify your identity

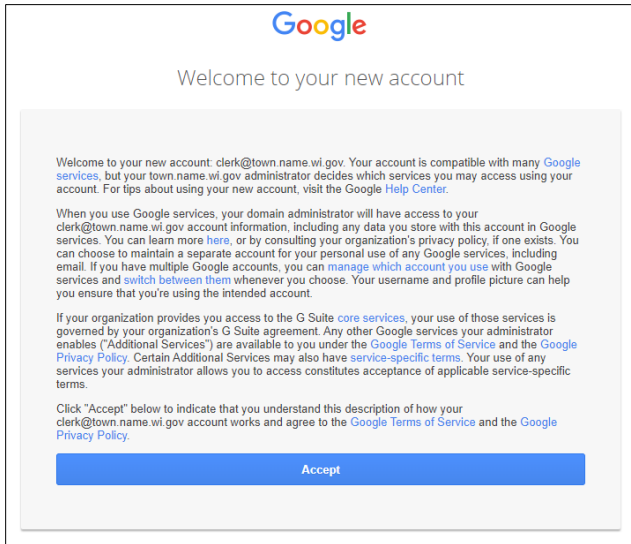


Enter verification code

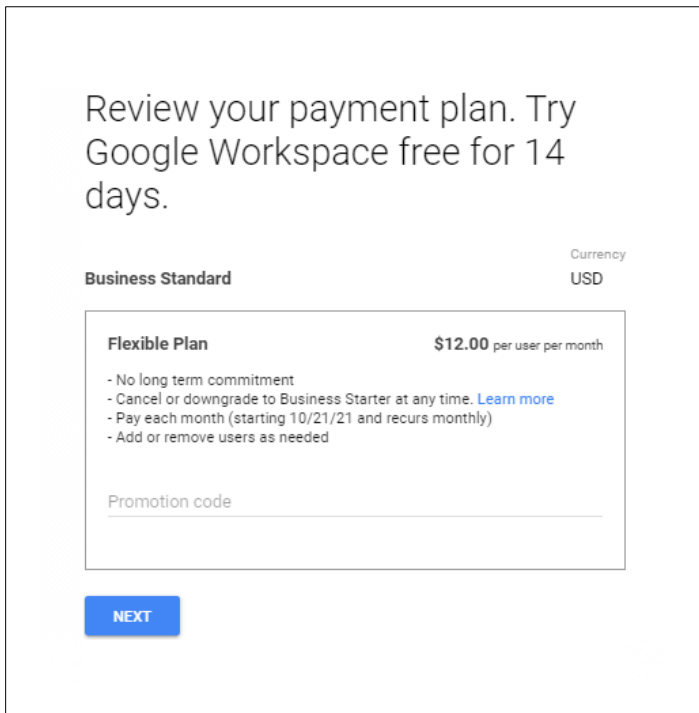
Verify

Note: The following steps may vary slightly (some images from prior G-Suite version).

11. Google will begin to setup your new account. Click 'Accept'.




12. Review payment plan details. Enter credit card as required and complete purchase.




Review and check out

Business Standard
Your first 14 days are free (limited to 10 users). You can cancel anytime. Recurs at the end of every month. **\$12.00 monthly** + applicable tax

Customer info

 **Account type** ⓘ
Business

 **Name and address** ⓘ

Business name
tn.sole.wi.gov

Name



Address line 1

Address line 1 is required

Address line 2


City

State ZIP code ⓘ

 **Primary contact** ⓘ 

@tn.sole.wi.gov

Payment method ⓘ

 **Add credit or debit card** ▾

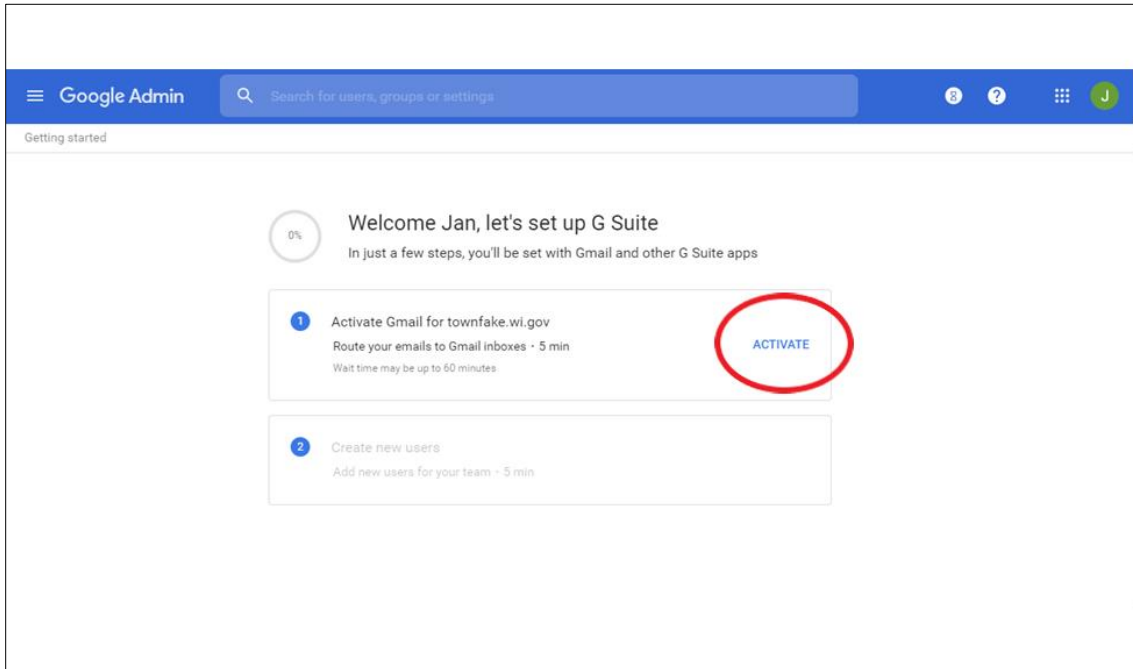
Card details _____

Credit or debit card address is same as above

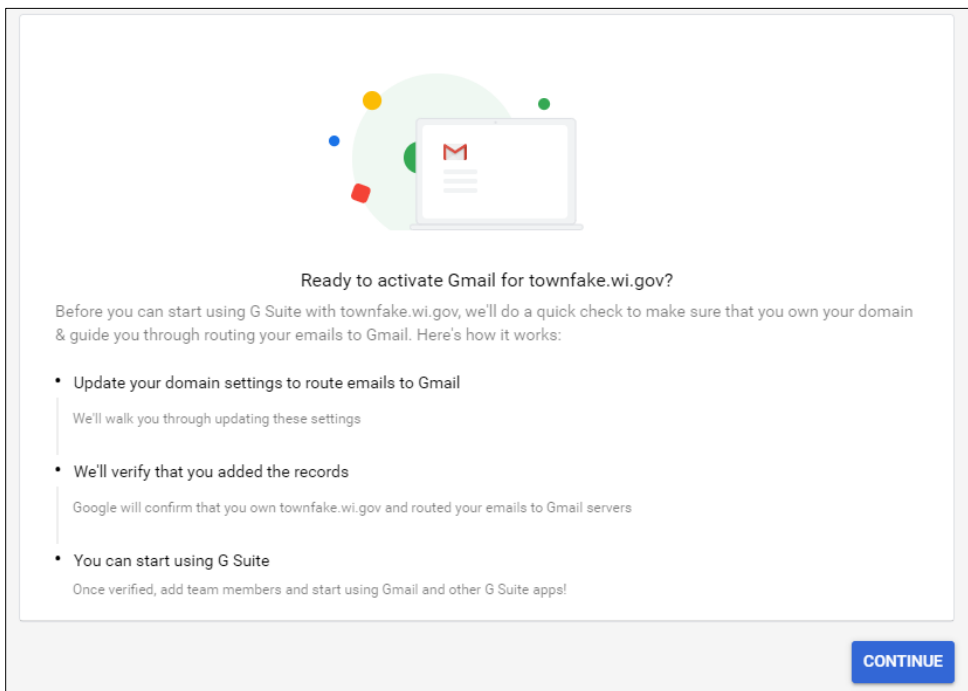
NEXT

Part 2: Activating the email/domain

1. Google Admin screen will work to get you started. Click 'Activate'



2. Review Confirmation page, click 'CONTINUE'



3. The following screen explains how to set it up so emails route to Gmail. Scroll down and find section **4. Add MX records to Gmail**, noting the highlighted areas below. Save a screen shot and **copy** the verification code.

4. Add MX records for Gmail

a. From the **Type** drop-down list, select **MX**.

b. In the **Name/Host/Alias** field, enter @ or leave it blank.

c. In the **Server/Mail Server/Value/Answer/Destination** field, enter **ASPMX.L.GOOGLE.COM.**

d. In the **Priority** field, enter **1**.

e. In the **Time to Live (TTL)** field, enter **3600** or leave the default value.

f. Click **Save**.

g. Follow these same steps to add the MX records shown in this table. Start from the top of the table and enter as many as you have room for.

MX SERVER ADDRESS	PRIORITY
ALT1.ASPMX.L.GOOGLE.COM.	5
ALT2.ASPMX.L.GOOGLE.COM.	5
ALT3.ASPMX.L.GOOGLE.COM.	10
ALT4.ASPMX.L.GOOGLE.COM.	10

Note: Each address is for a Google mail server. We provide several servers in case one becomes unavailable. Some hosts also require a trailing period at the end of the server name.

5. Get your verification code

laeajy2e6wkd42jo7532pyjfxsn4tobbtwfzakhsdw4w4wc73uoa.mx-verification.google.com.

COPY

4. Prepare an email to the WEC Elections Help Desk (electionsdomain@wi.gov) with the following information:
- Subject line: wi.gov email request for <Municipality Name>, tn.name.wi.gov
 - Include the domain name being requested, i.e., tn.name.wi.gov, ci.name.wi.gov, vi.name.wi.gov, etc.
 - Include the domain name being requested in both the subject and body of the email
 - A screen shot of the above MX record (see above).
 - The verification code **copied into the email**.
 - Wi.gov Domain Authorization form, completed and signed
5. When you receive confirmation from the WEC that the domain has been established, go back into the Google Gmail account and complete setup, working through the rest of the verification process and setup for the new domain account.