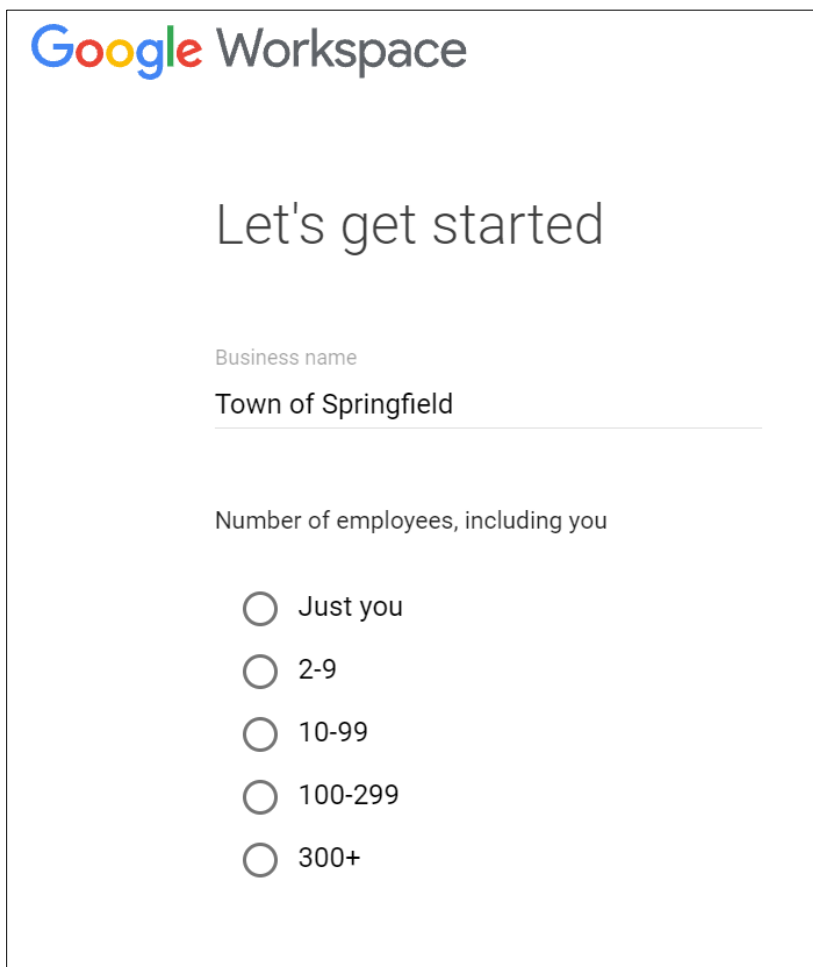# Using Gmail with a wi.gov email domain

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':
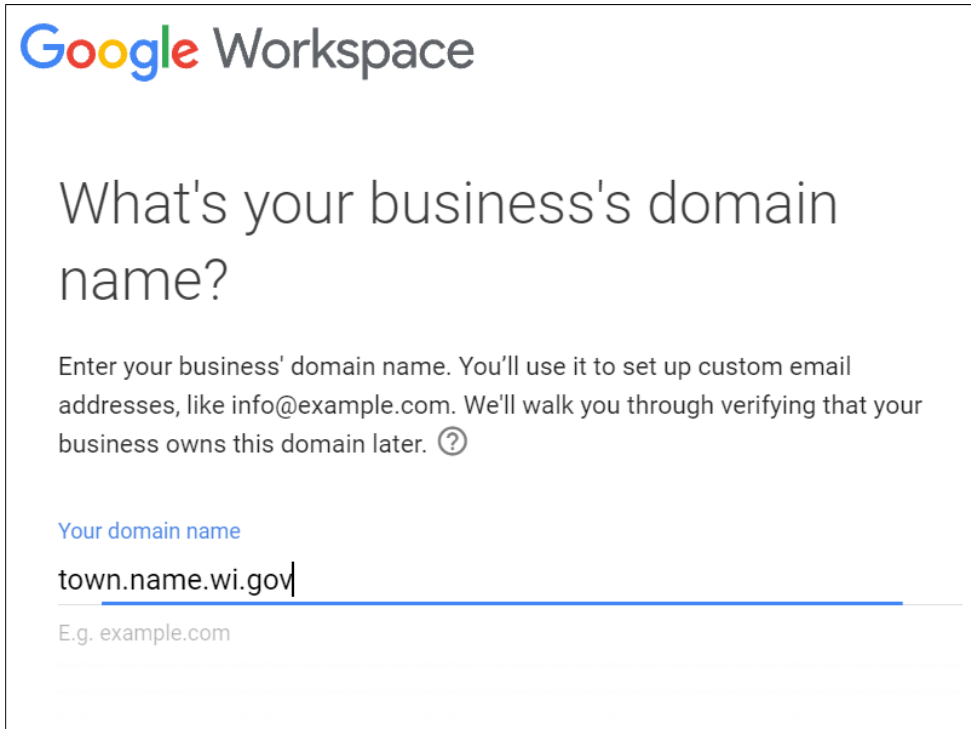
Google Workspace

Let's get started

Business name

Town of Springfield

Number of employees, including you

- ○ Just you
- ○ 2-9
- ○ 10-99
- ○ 100-299
- ○ 300+

Google Workspace

What's your contact info?

You'll be the Google Workspace account admin since you're creating the account. ⑦

First name

Jane

Last name

Clerk

Current email address

currentemailforyou@yahoo.com

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

Google Workspace
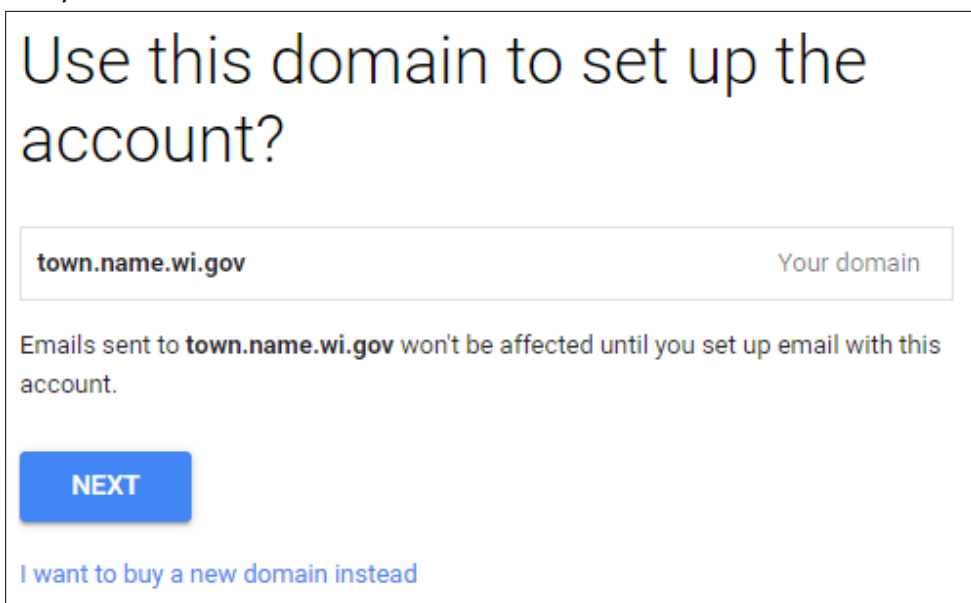
Does your business have a domain?

You'll need a domain, like *example.com*, to set up email and a Google Workspace account for your business. ⑦

YES, I HAVE ONE I CAN USE   NO, I NEED ONE

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

Google Workspace

What's your business's domain name?

Enter your business' 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. ⑦

Your domain name

town.name.wi.gov

E.g. example.com

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

Use this domain to set up the account?

town.name.wi.gov	Your domain

Emails sent to **town.name.wi.gov** won't be affected until you set up email with this account.

NEXT

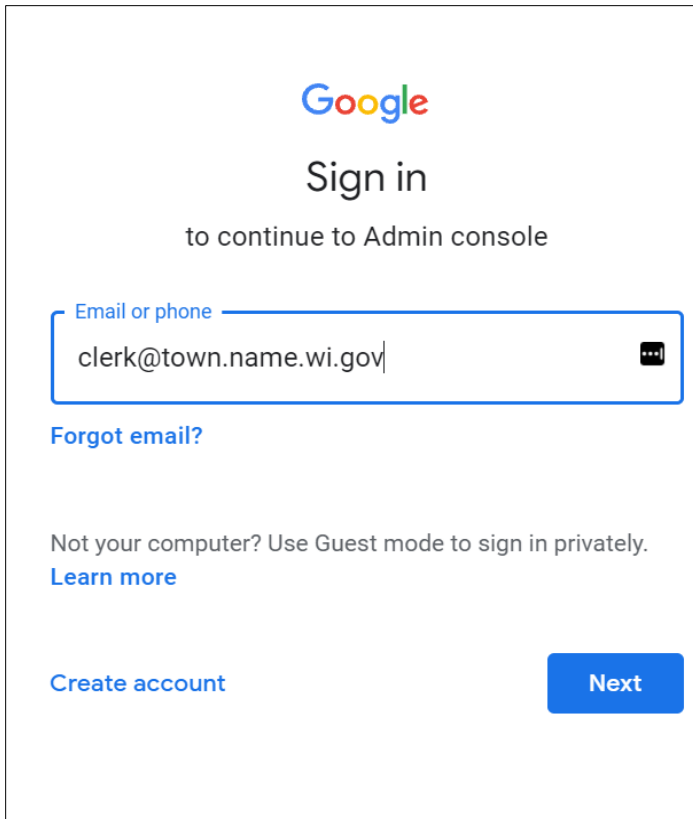I want to buy a new domain instead

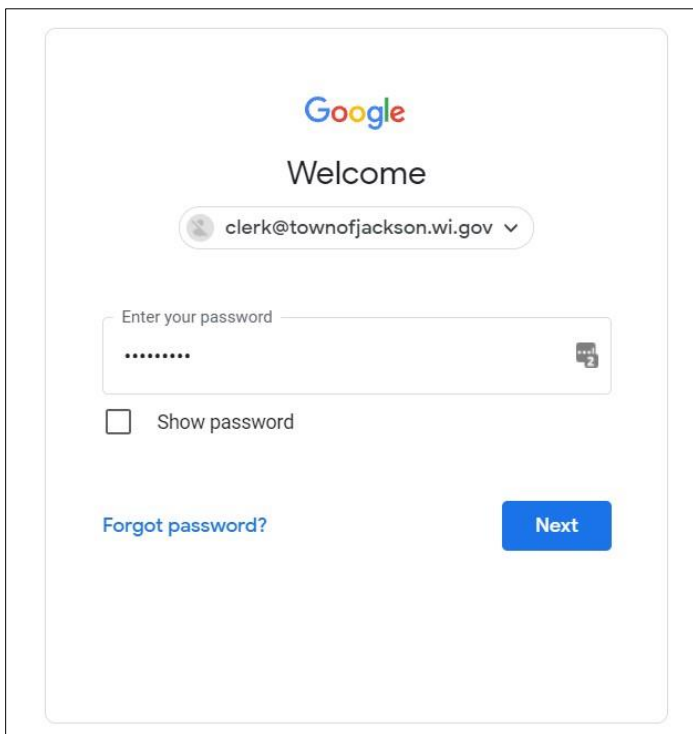7. Google Workspace info screen, choose as desired
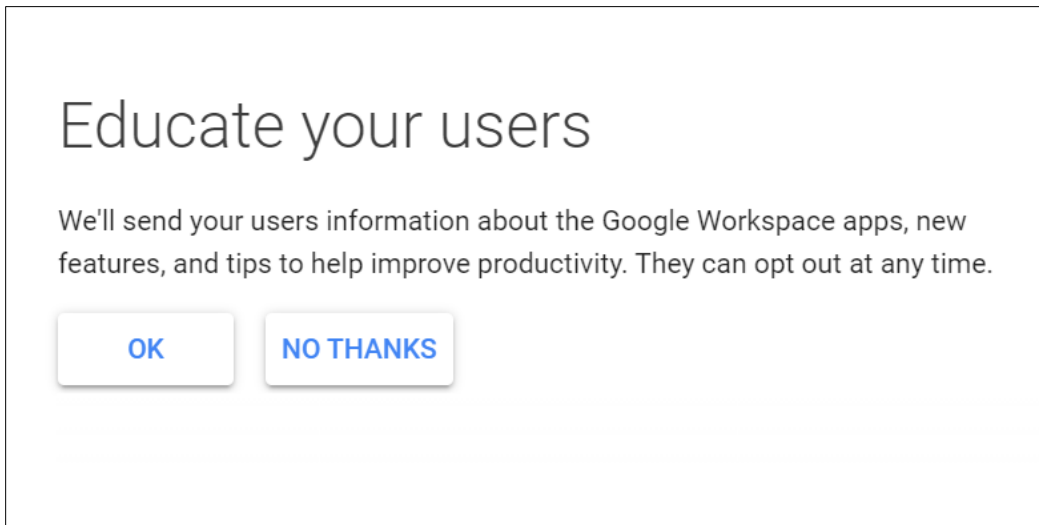
8. Type in a username and password for your email account. Check the box for 'I'm not a robot' and click 'AGREE AND CONTINUE'
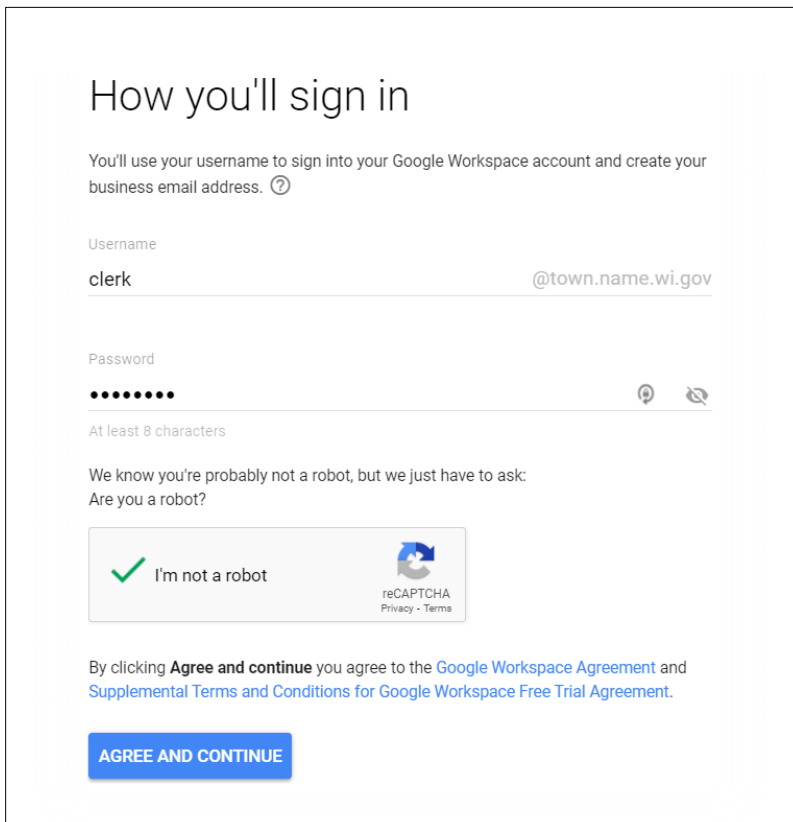
9. You will then sign into your new account. Use the newly created email to sign in.

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

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'.
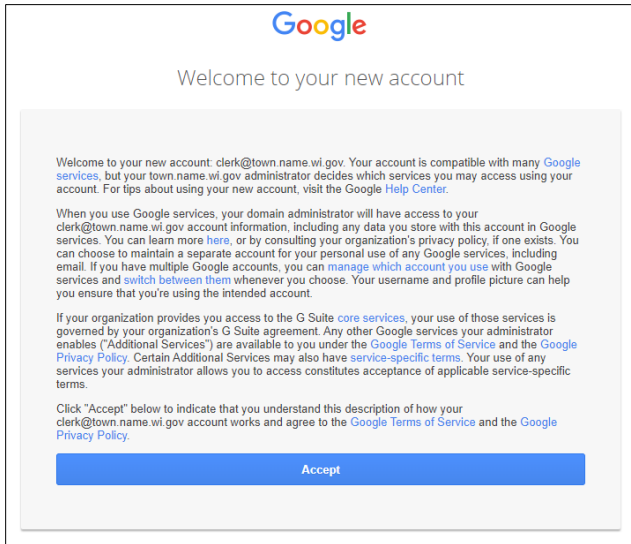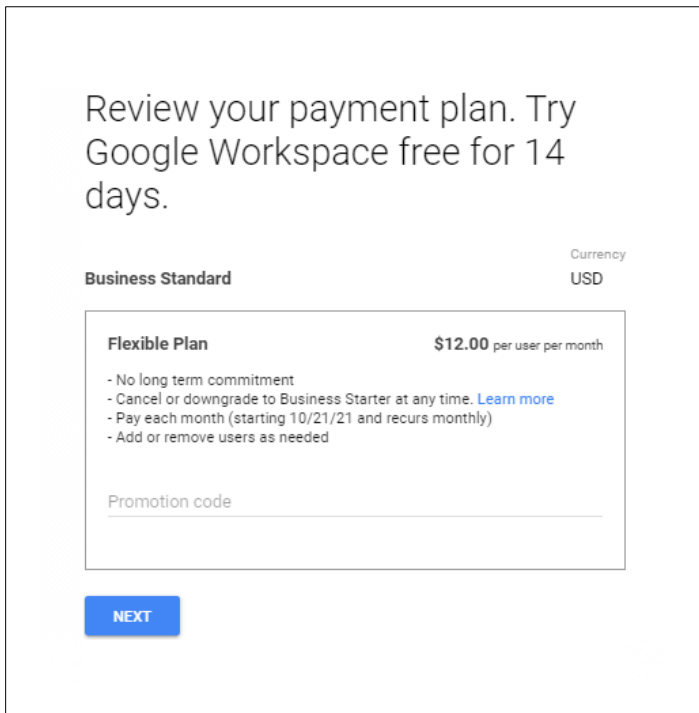

12. Review payment plan details. Enter credit card as required and complete purchase.

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 ⓘ

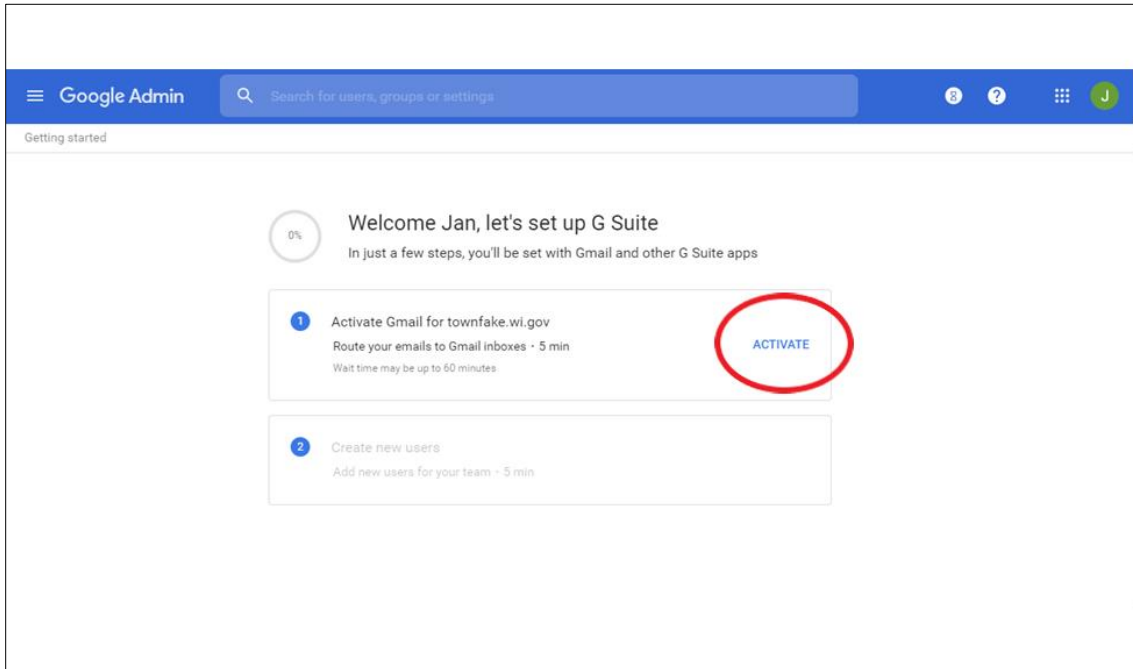▭ Add credit or debit card ⌄

\# Card details

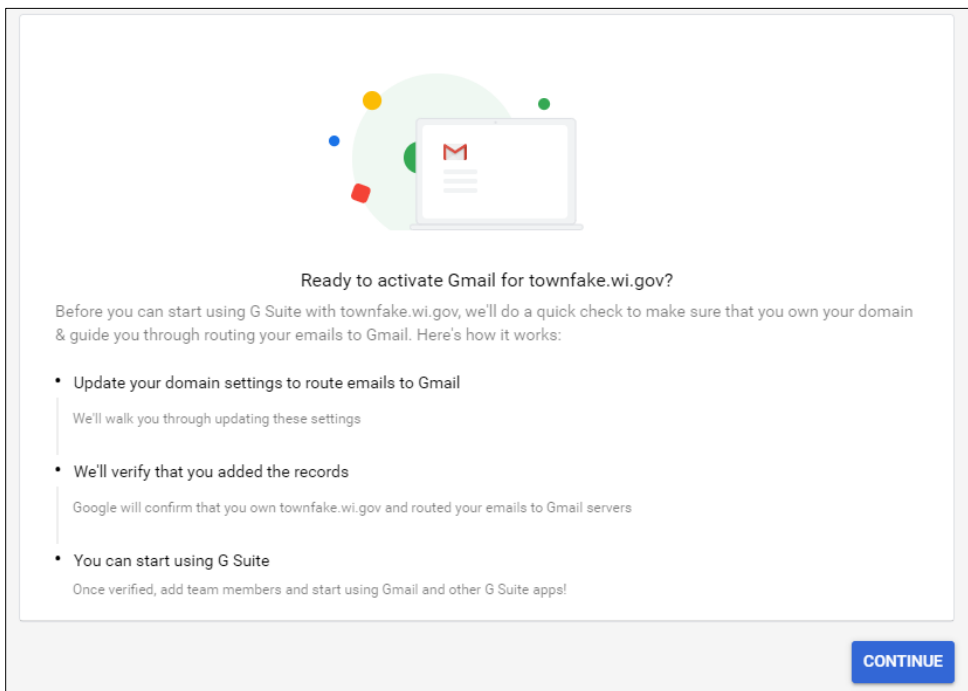☑ Credit or debit card address is same
as above

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. Prepare an email to the WEC Elections Help Desk (electionsdomain@wi.gov) with the following information:
    a. Subject line: wi.gov email request for <Municipality Name>, tn.name.wi.gov
    b. Include the domain name being requested, i.e., tn.name.wi.gov, ci.name.wi.gov, vi.name.wi.gov, etc.
    c. Include the domain name being requested in both the subject and body of the email
    d. A screen shot of the above MX record (see above).
    e. The verification code *copied into the email*.
    f. 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.