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/](https://workspace.google.com/products/gmail/)

2. Click “Get Started”.

3. Infill necessary information and click ‘Next’:

   ![Google Workspace](image)
   
   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](image)
4. When asked “Does your business have a domain?” Click ‘YES, I HAVE ONE I CAN USE’
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

6. Verify the domain name is correct and click ‘Next’
7. Google Workspace info screen, choose as desired

Educate your users

We'll send your users information about the Google Workspace apps, new features, and tips to help improve productivity. They can opt out at any time.

OK  NO THANKS

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'

How you'll sign in

You'll use your username to sign into your Google Workspace account and create your business email address. 😊

Username
clerk

Password

At least 8 characters

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

I'm not a robot

By clicking Agree and continue you agree to the Google Workspace Agreement and Supplemental Terms and Conditions for Google Workspace Free Trial Agreement.
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.
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 screenshot 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.

<table>
<thead>
<tr>
<th>MX SERVER ADDRESS</th>
<th>PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALT1.ASPMX.L.GOOGLE.COM.</td>
<td>5</td>
</tr>
<tr>
<td>ALT2.ASPMX.L.GOOGLE.COM.</td>
<td>5</td>
</tr>
<tr>
<td>ALT3.ASPMX.L.GOOGLE.COM.</td>
<td>10</td>
</tr>
<tr>
<td>ALT4.ASPMX.L.GOOGLE.COM.</td>
<td>10</td>
</tr>
</tbody>
</table>

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

[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 screenshot 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.