

Establishing A Google Apps Account:

*****For all instructions below, replace "domain.com" with your website's domain name**

To get started with Google Apps, you simply need to create a Google Apps account for domain.com using the following steps:

STEP 1

Visit <http://www.google.com/a/cpanel/domain/new>

- Select "Administrator: I own or control this domain"
- domain.com & click get started
- proceed with the remaining steps.

STEP 2

Once step 1 above is finished, domain.com's Google Apps Account setup is complete. Login to the newly created account and please complete the following:

- enter the "Dashboard" of the Google Apps account and click the "user accounts" tab
- create new users that match your existing users (in other words, create e-mail addresses for anyone that has an active e-mail account @domain.com)

STEP 3

Last, but not least, THE MOST IMPORTANT STEP:

- forward L.E.T. Group Support (support@letgroup.com) a copy of any setup e-mails from Google and the user name AND password set up for the Apps account for domain.com.

Once you've completed these 3 easy steps, we will make the changes to the necessary records to route mail to your Google Apps account(s). Changes can take up to 12 hours to propagate throughout the internet, but usually, mail is received within one hour of the update.

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Additionally, please review the following links with detailed information about the many benefits of Google Apps (using the Gmail engine):

Google Apps For E-mail? What is this? Read more FAQ:

<http://www.google.com/support/a/bin/answer.py?answer=60761&topic=14871>

Google Apps Overview:

http://www.google.com/a/help/intl/en/admins/apps_video.html

Google's Take On SPAM

<http://www.gmail.com/fightspam/>