



Gmail setup for administrators

G Suite

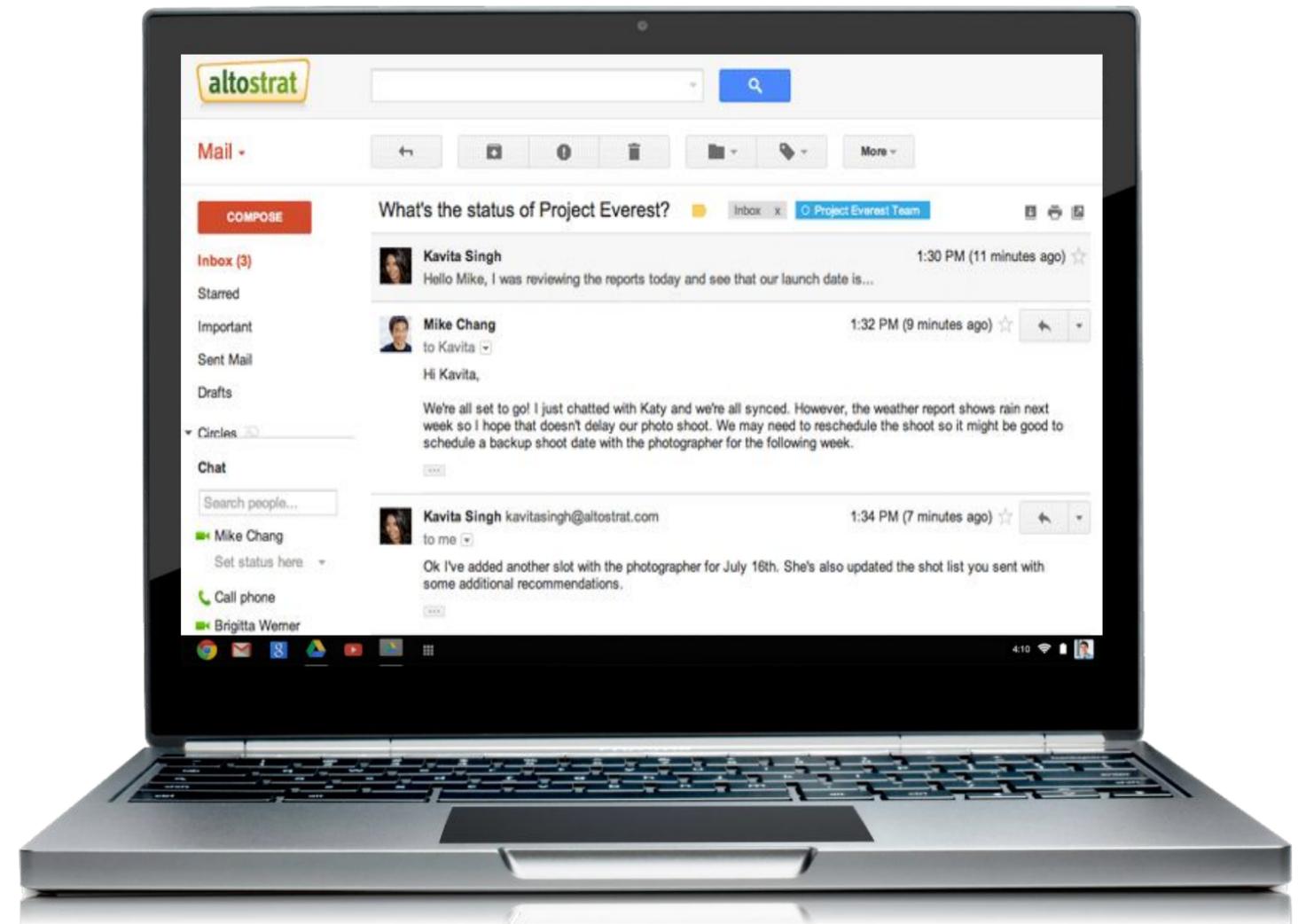
In this guide

1. Turn on features in your Admin console
2. Import your old emails
3. Use labels and search
4. Add your signature
5. Use Gmail with a secondary email address
6. Train your team

What you'll need

 A G Suite administrator account

 30 minutes



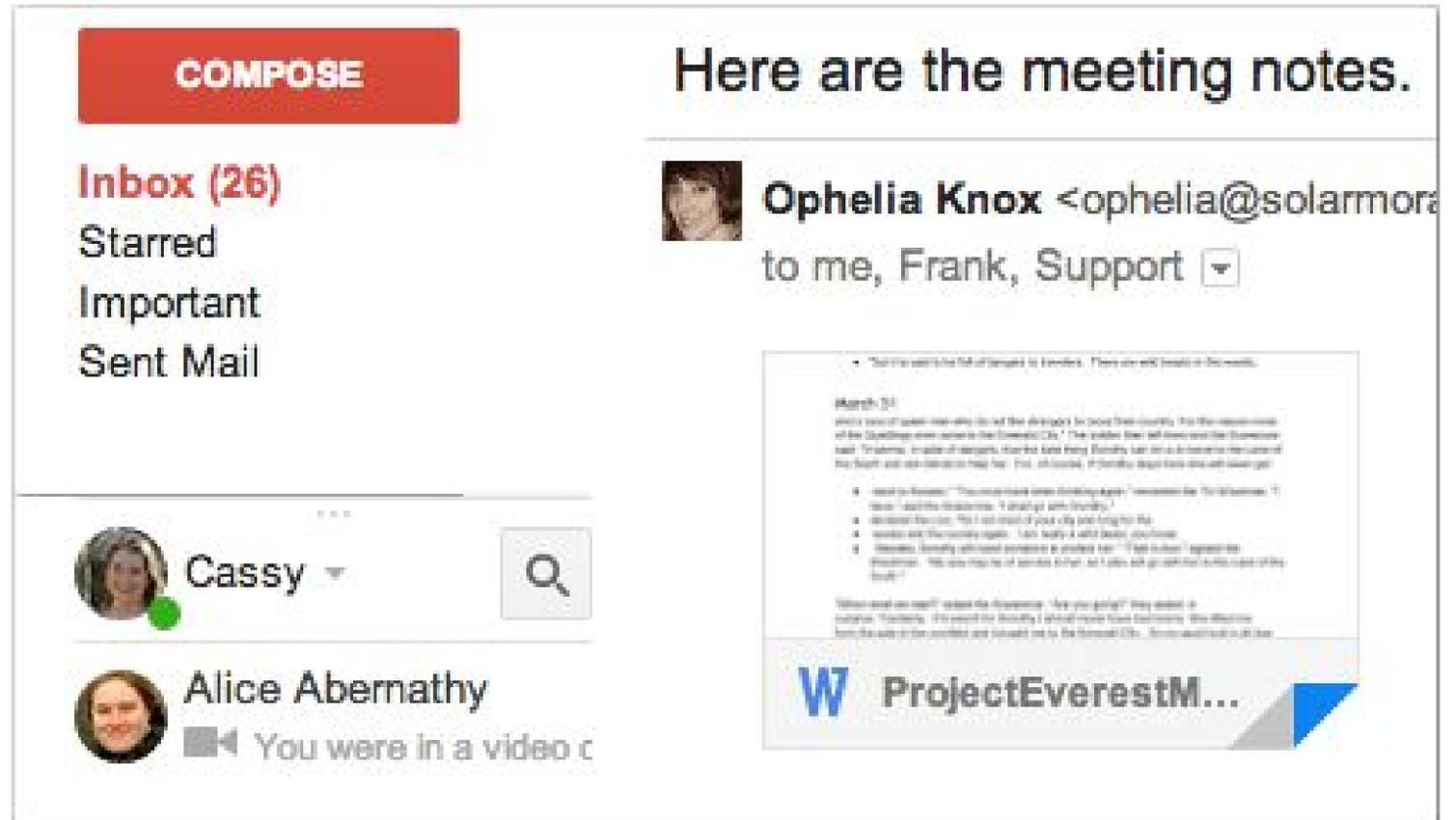
Meet Gmail at work

You may already be familiar with Gmail as a way to keep in touch with family and friends. But did you know that Gmail has powerful business features, too?

With your G Suite account, you can use Gmail to quickly organize and find important messages. Managers can delegate their mailboxes to another team member.

You can schedule a Hangouts meetings from your inbox. All that, and much more.

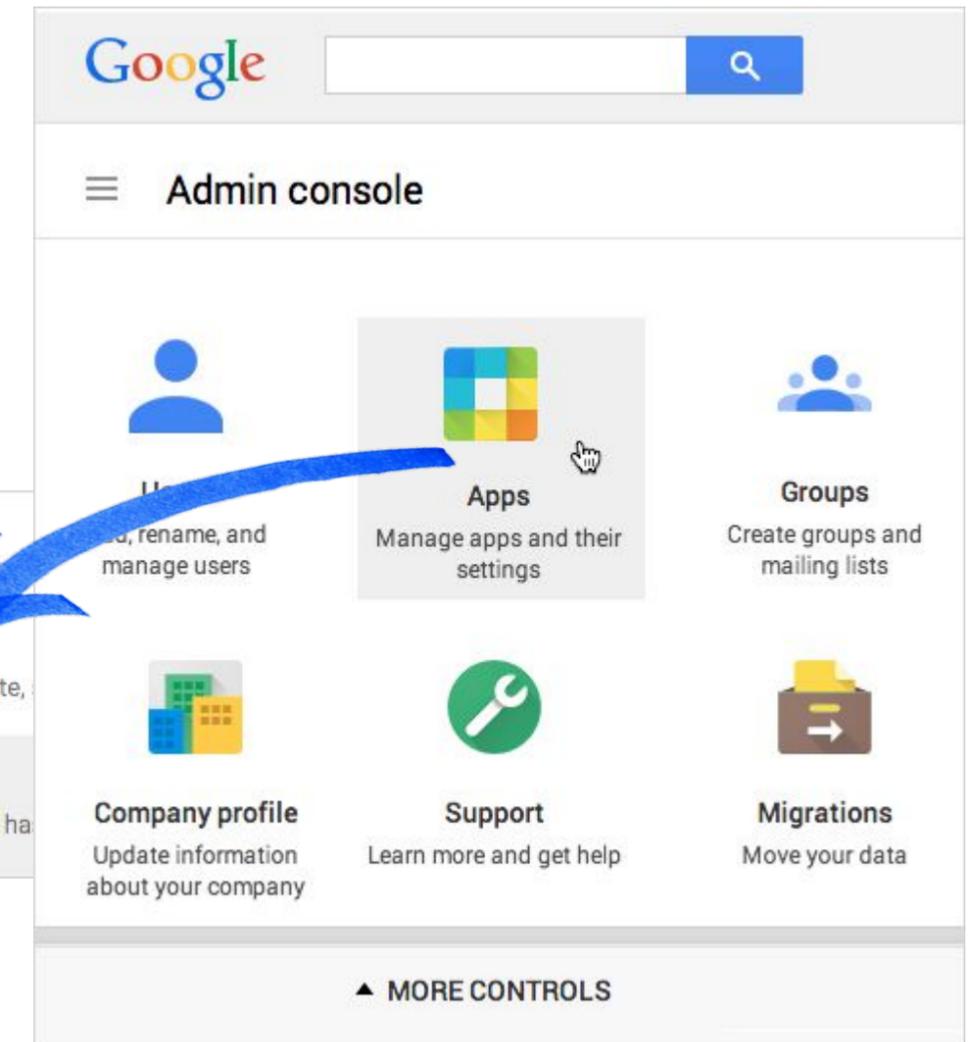
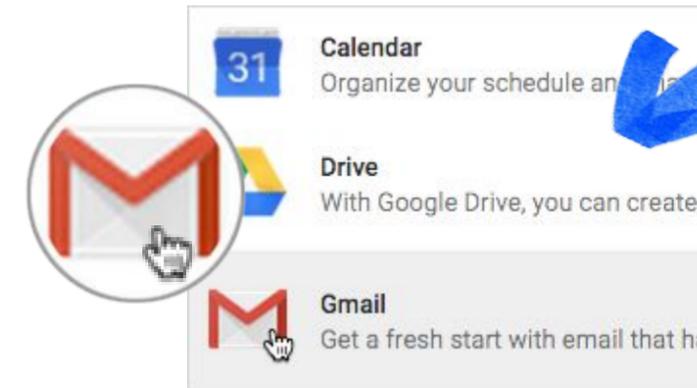
Here's how we suggest you get started...



Find Gmail in your Google Admin console

To begin setting up Gmail for your team, go to the Gmail page in your Admin console. You'll then turn on some key business features.

1. Sign in to the [Google Admin console](#) with your G Suite email address and password.
2. From the dashboard, click **Apps**.
3. Click **G Suite**.
4. Scroll down and click **Gmail** from your list of services.

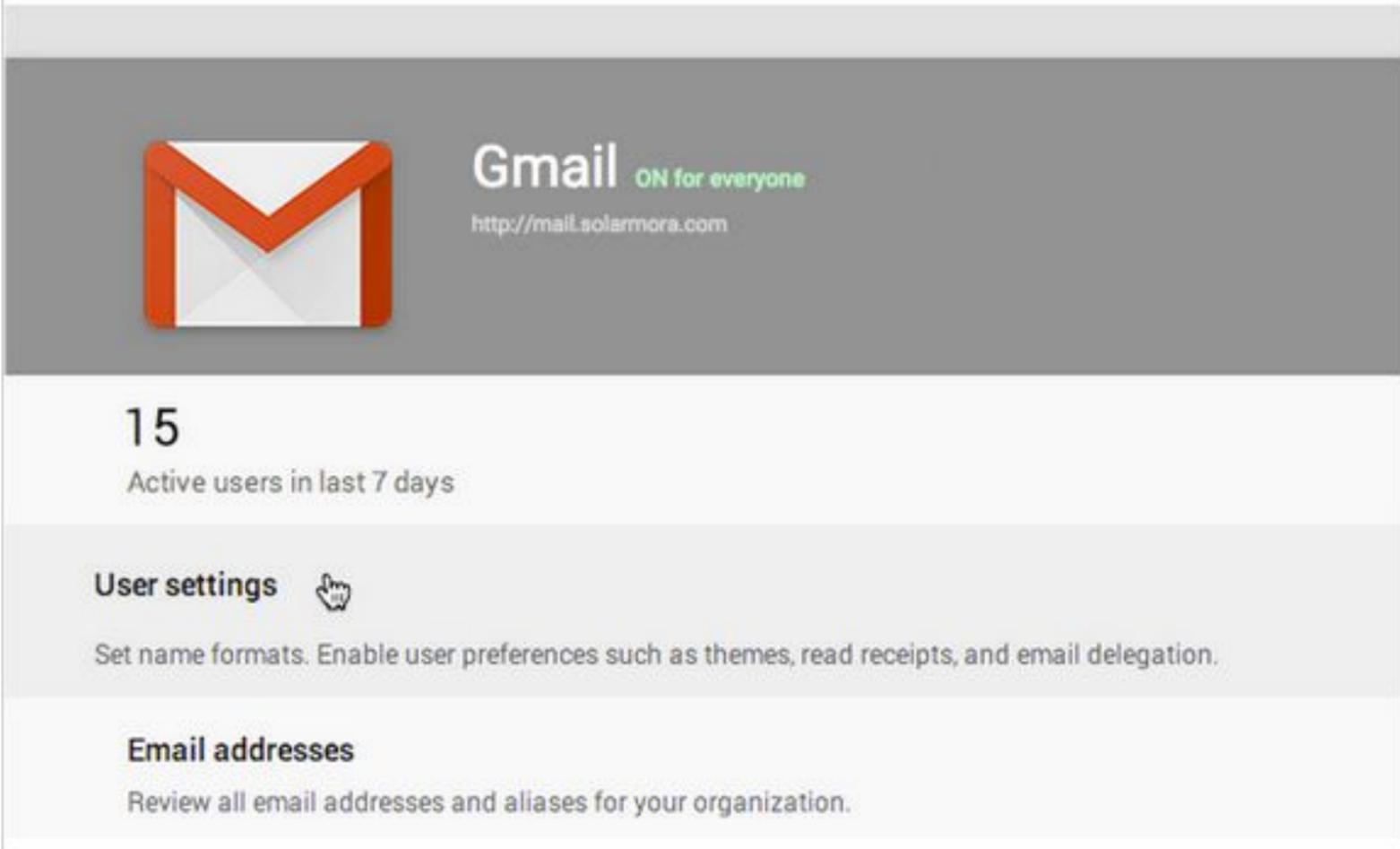


Open your Gmail settings

You can select options for how people on your team can send and manage their email from the **Gmail** page in your Admin console.

We recommend setting options to allow people to import mail from their old email program, receive email read receipts, and delegate their mailbox to another team member.

To begin, click **User settings** to open the **Advanced settings** page.



The screenshot shows the Gmail Admin console interface. At the top, there is a header with the Gmail logo (an orange envelope icon) and the text "Gmail ON for everyone" with the URL "http://mail.solarmora.com" below it. Below the header, there is a section showing "15 Active users in last 7 days". Underneath, there are two main sections: "User settings" with a hand cursor icon and a description "Set name formats. Enable user preferences such as themes, read receipts, and email delegation." and "Email addresses" with a description "Review all email addresses and aliases for your organization."



Turn on recommended settings for your team

On the **Advanced settings** page for Gmail, find the following sections to turn on recommended features. You can review other settings, too.

Don't forget to **Save Changes** when you're done.

User email uploads	<input checked="" type="checkbox"/>	Allow users to upload mail using the Email Migration API.
	<input checked="" type="checkbox"/>	Allow users to import mail from Yahoo!, Hotmail, AOL or other webmail or POP3 accounts.
Email Read Receipts	<input type="checkbox"/>	Allow email read receipts to be sent to any email address.
Mail Delegation	<input type="checkbox"/>	Let users delegate access to their mailbox to other users in the domain.

[DISCARD CHANGES](#)[SAVE CHANGES](#)

Import your old mail to your new Gmail account

If you keep your life in your inbox, you'll probably want to import your old email to your new G Suite Gmail account.

For instructions on how to import your old mail, click the link below that best matches your old mail program. We'll take you to steps outside this guide to import your mail. When you're done, come back here to finish this guide.

Where is your mail now?

- [Microsoft Outlook® 2003—13®](#) 
- [Mac program like Apple mail or Thunderbird®](#) 
- [Webmail host like Yahoo®, Hotmail, or AOL®](#) 
- [A personal Gmail account](#) 

Learn more: [See all import options](#) 



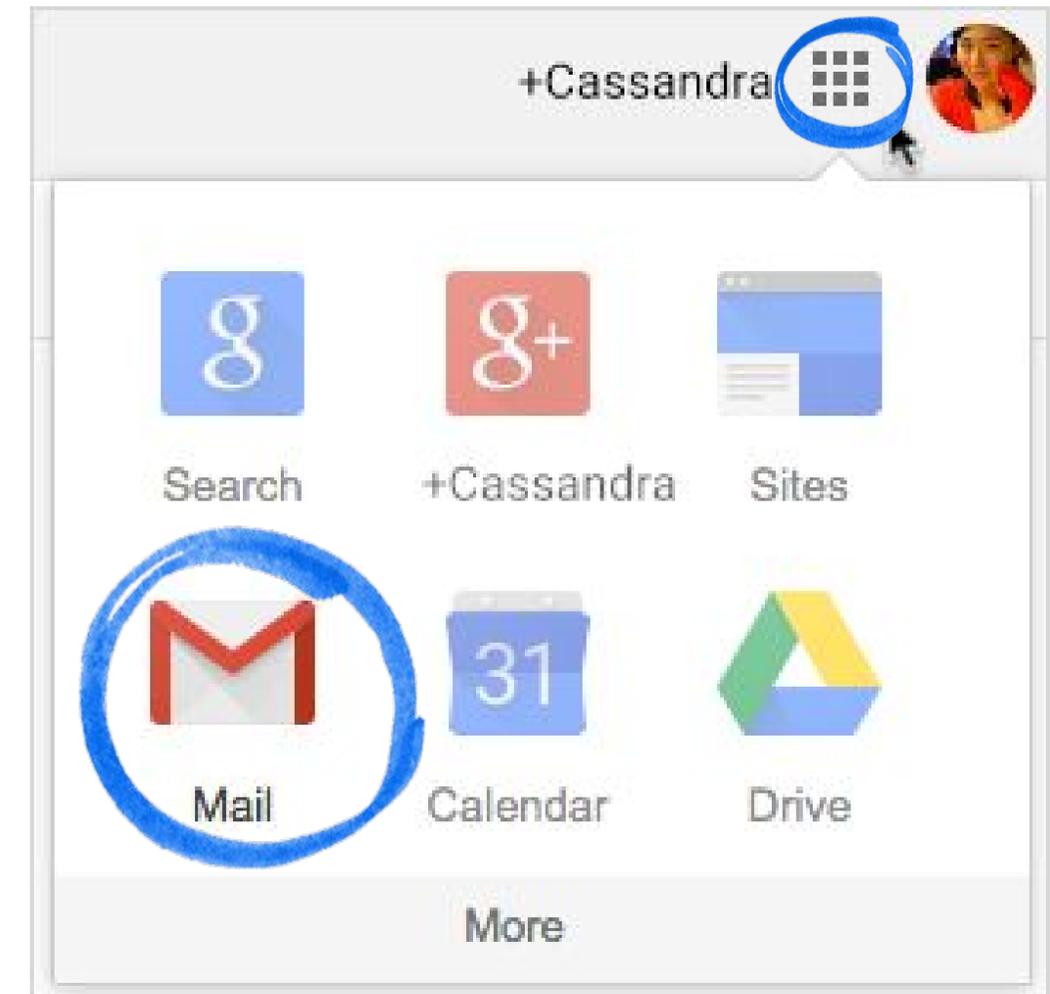
Go to your Gmail inbox

Now that you've turned on key Gmail features and imported your old mail, let's get your Gmail inbox ready for business.

You and your team can open Gmail:

1. From your browser's address bar: enter **mail.google.com/a/yourdomain.com** (or *mail.yourdomain.com* if you customized your Gmail service address).
2. From another G Suite service you're signed in to, like Calendar or Drive: click the  **App Launcher** at the top of the page and then click **Mail**.

(As the administrator, you can open Gmail directly from the Admin console and return to it later using the App launcher.)



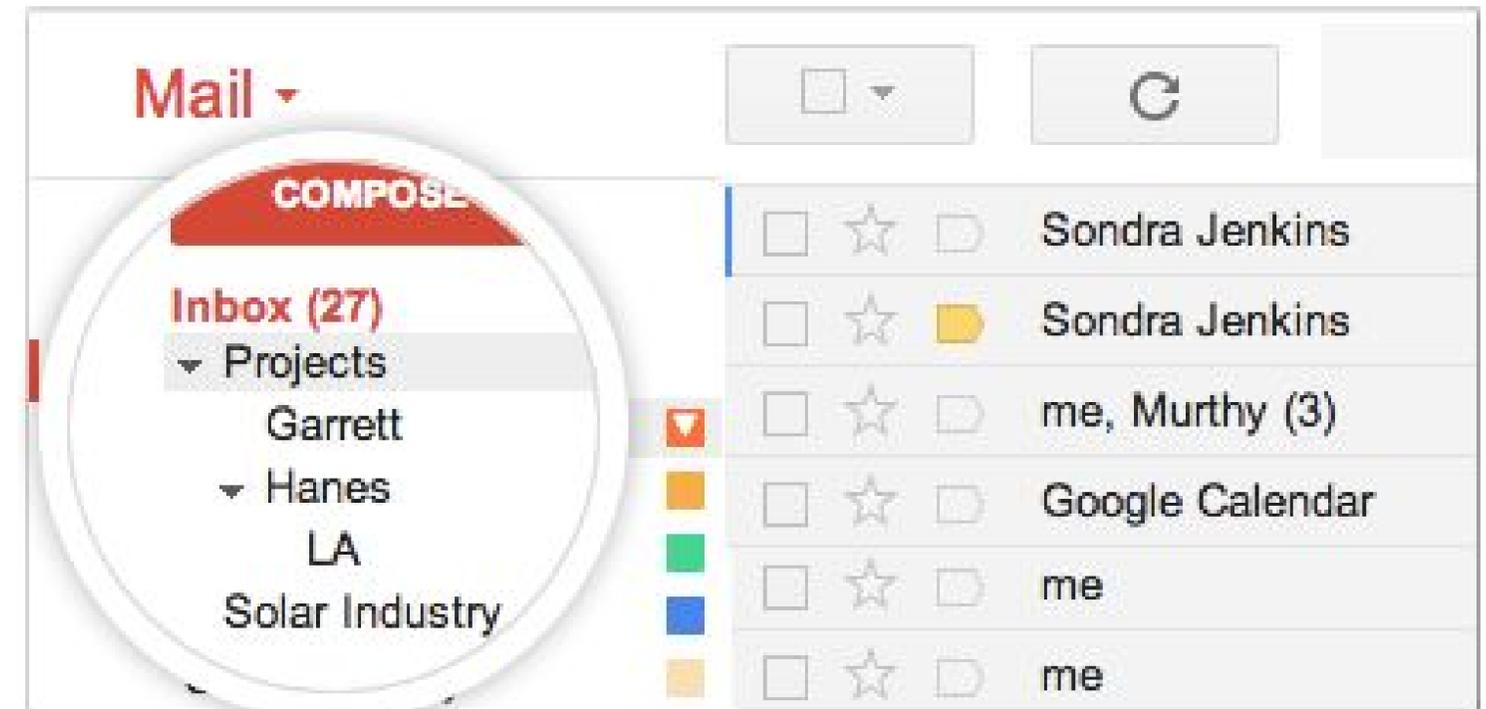
Organize messages using labels

You'll probably want to organize your messages for business purposes.

In your old mail program, you may have stored messages you want to keep in *folders*.

Gmail doesn't use folders, but *labels*. An email can have several labels, making it much easier to find what you're looking for.

For example, you could give an email from a client both the *Clients* label as well as the *Projects* label. There is only one copy of the email, but clicking either label will bring it up.



Tag messages you want to label

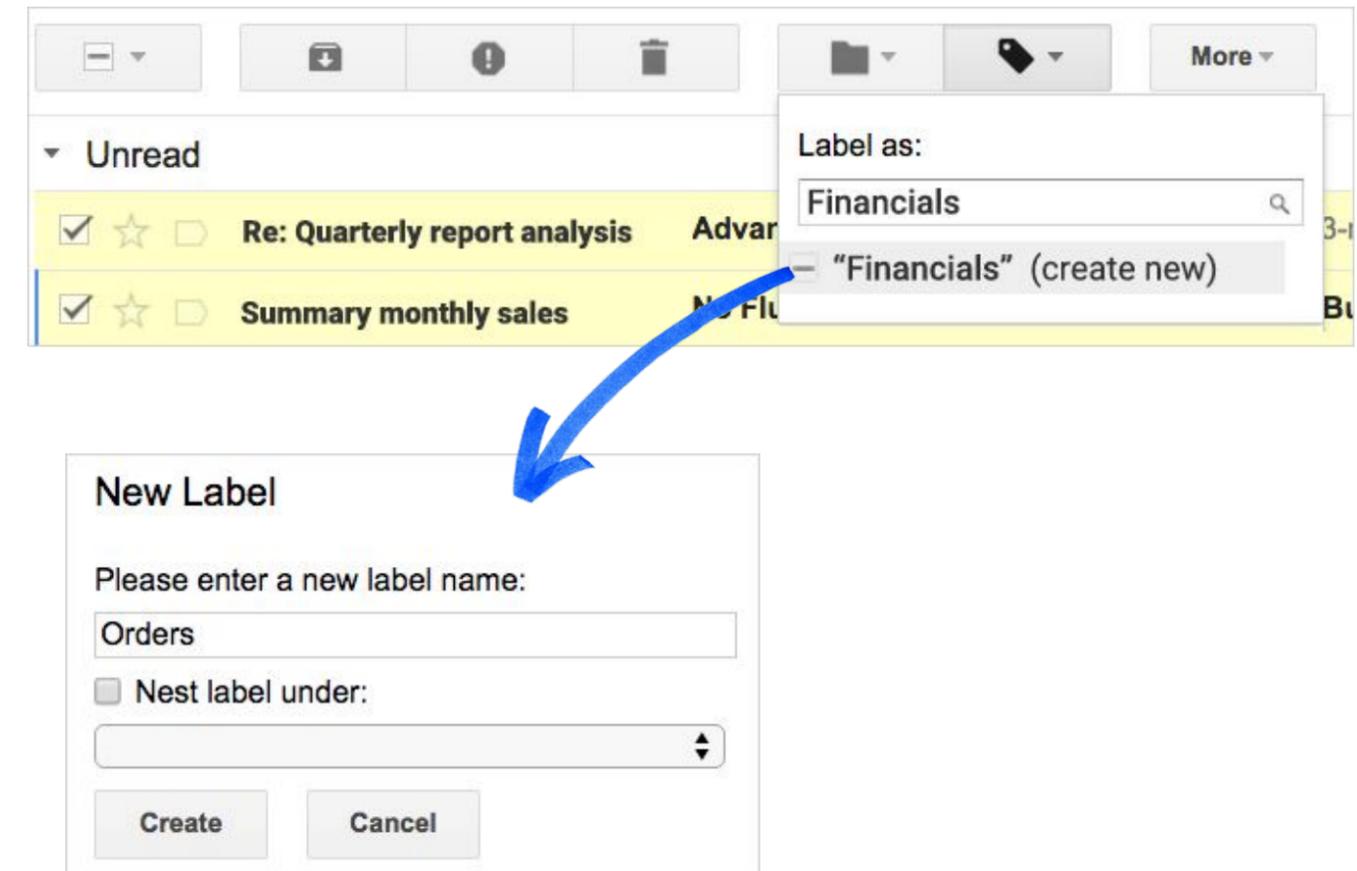
Create a label and tag an email message by following these steps:

1. At the top of an email message, click .
2. Select **Create new**, enter the name for the new label, and click **Create**.
3. The label is automatically applied to the message.

Here's the good part. You can assign as many labels to a message as you want, and then find the message by searching for any of its labels.

To tag more messages with a label:

Select the messages by checking their boxes from your inbox, click **Labels**  and check the box of the labels you want to add to the messages.

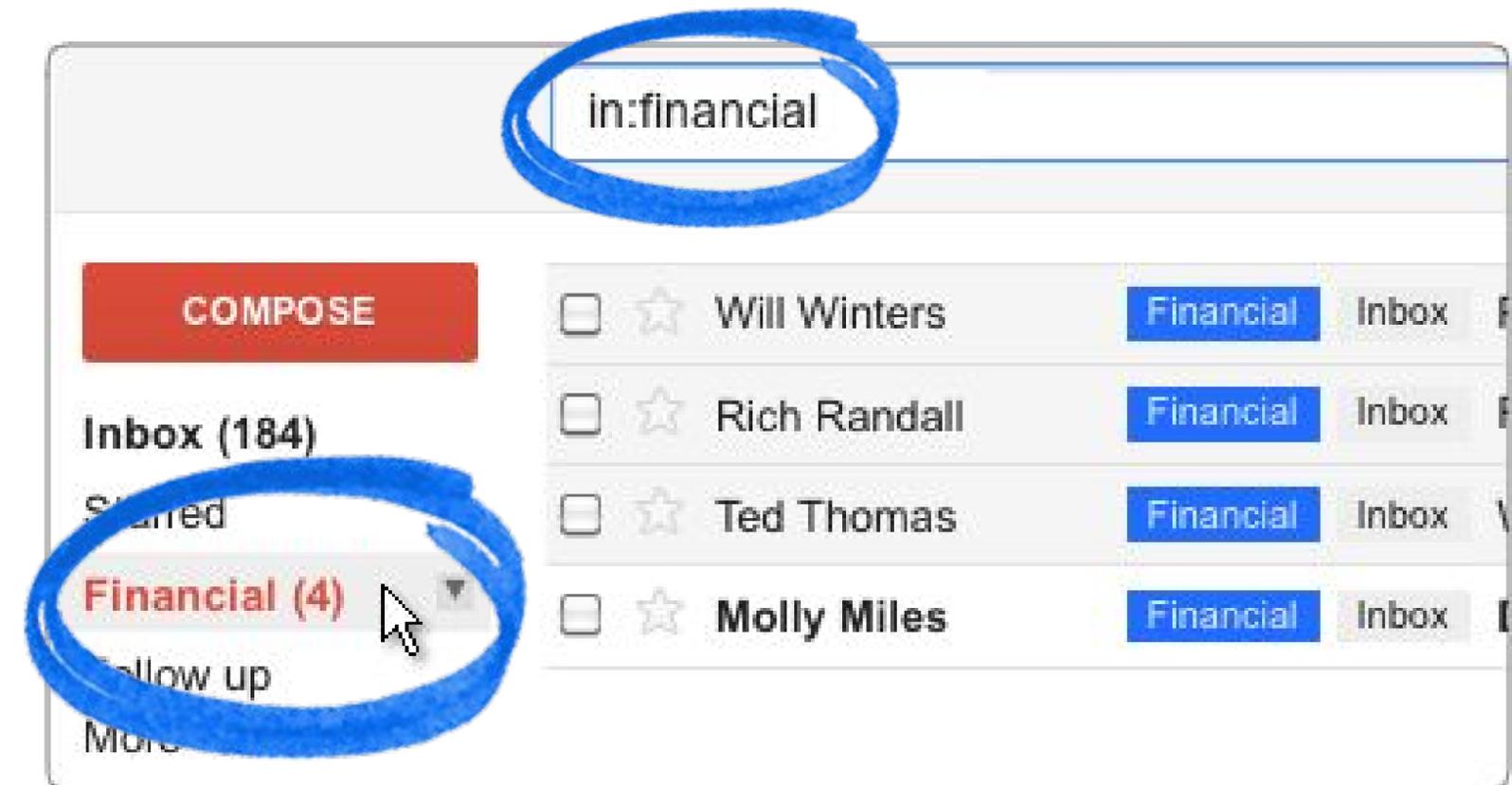


Find labeled messages

To list all messages that have a particular label, do one of the following:

- On the left under **Compose**, click the label from the sidebar.
- Or, in the search box, type ***in:labelname*** (where *labelname* is the name of your label).

Next, let's look at some other ways to use Gmail's search box...



Learn more about [how to create labels](#) 

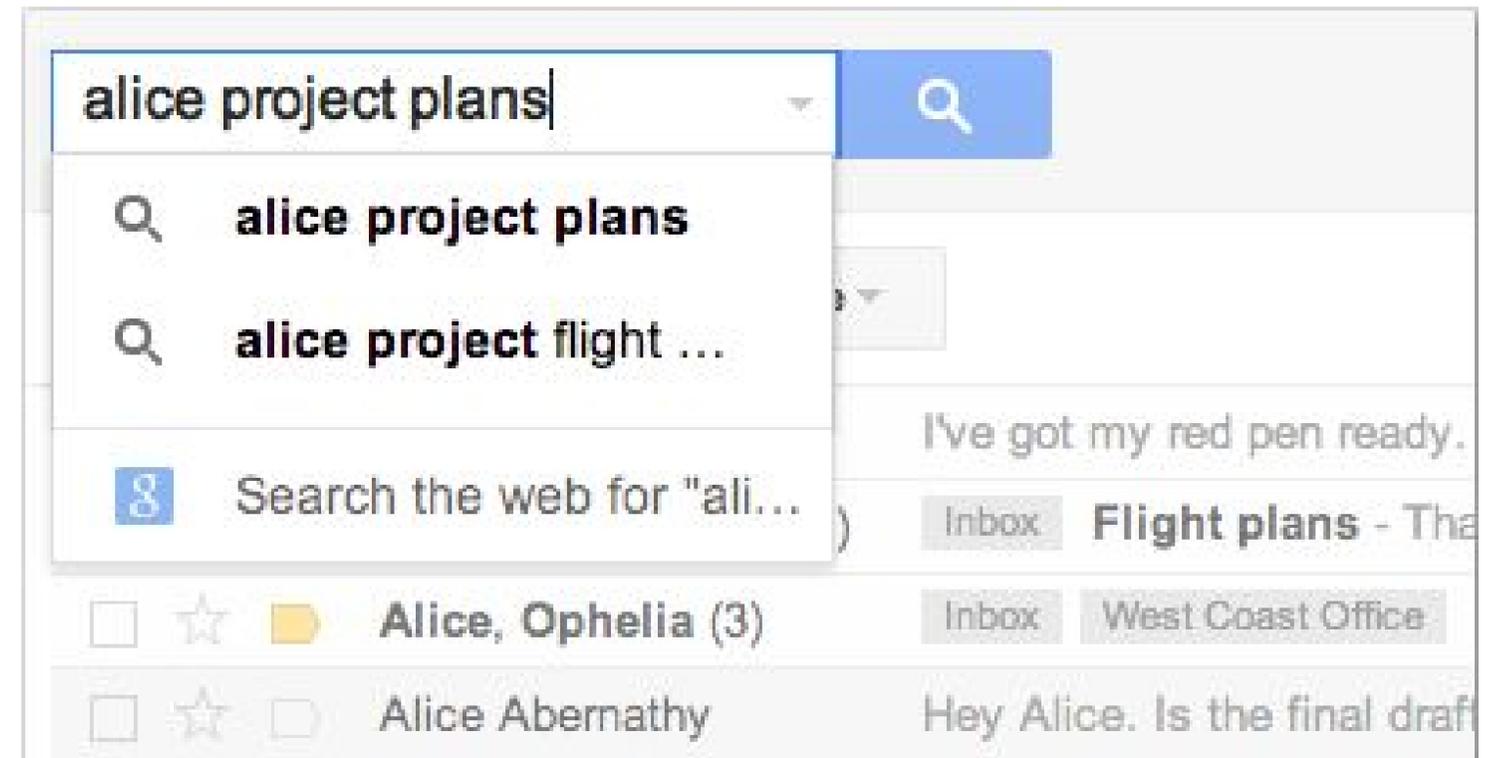


Search emails by keyword

We just saw how you can use Gmail's search box to find messages tagged with a particular label. But you can use search in other ways, too.

First, you can search for one or more **keywords** that appear anywhere in the message—in the subject, body, or sender name.

Results show messages that contain all your keywords.



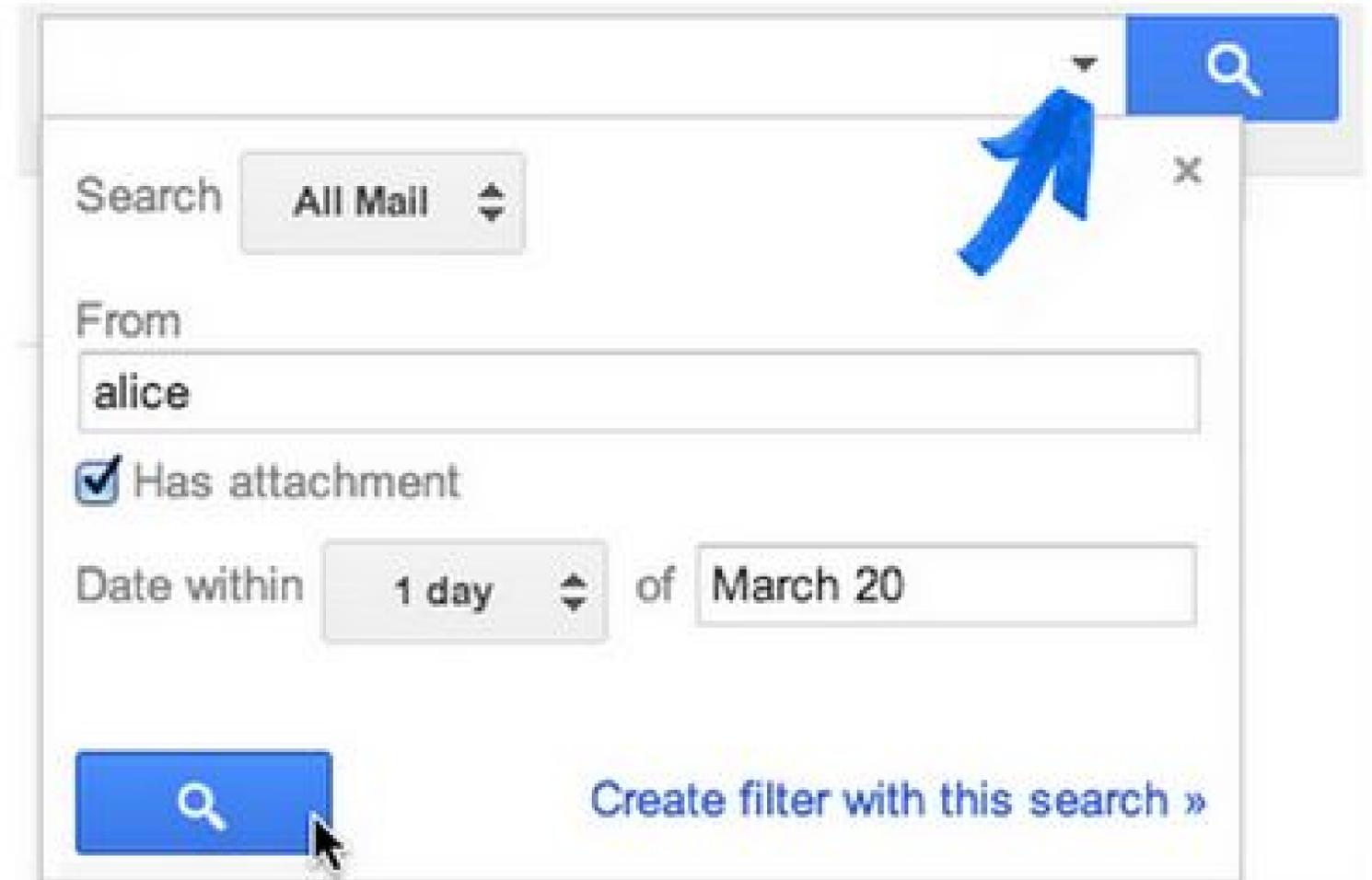
Refine your search

To narrow down your search even further and open more search options, click the **Show search options** arrow in the Gmail search bar.

Here, you can enter specific search criteria, such as the date of the email and whether or not it has a file attachment.

For example, maybe you want to find a message from **Alice** that has an **attachment** and was sent within a particular **timeframe**.

And if you want to search more quickly...



Search

From

Has attachment

Date within of

[Create filter with this search »](#)



Use search shortcuts

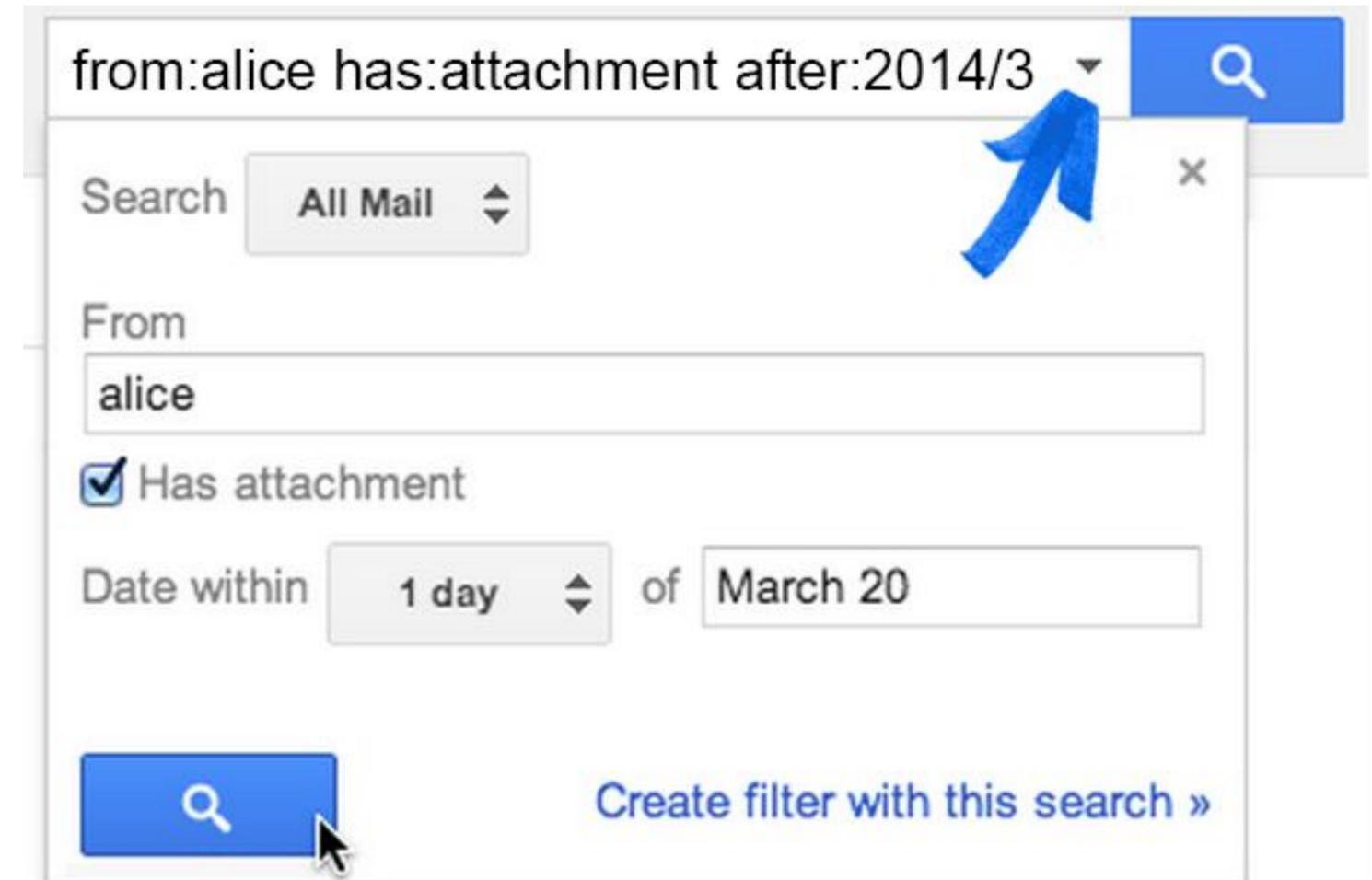
You can enter your search criteria directly in the search bar, without having to open the search options.

For example, enter **from:alice** in the search bar to find messages from Alice.

Add **has:attachment** to refine your search and find only her messages that have an attachment.

Remember to put a space between your search criteria.

You'll be surprised at how quickly you can find a specific message, no matter how large your Inbox!



Learn more about [searching in Gmail](#) ↗

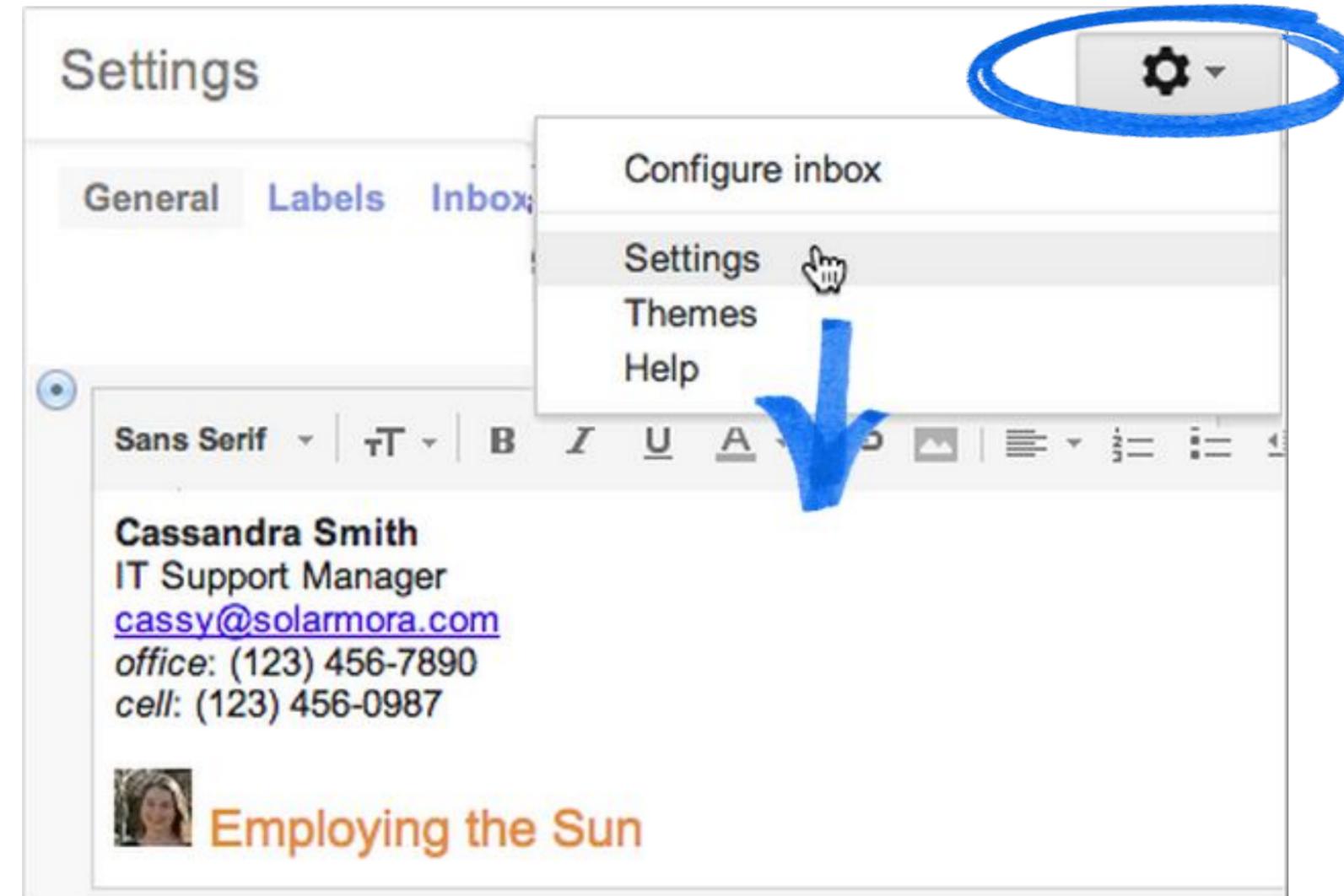


Create your professional email signature

You can automatically add a signature to messages you send. Your signature might include your name, title, and company contact information.

1. From the top of the page in Gmail, click  and select **Settings**.
2. On the **General** tab, scroll down to the **Signature** section to compose your signature. Use the format bar to add text colors, styles, links, and even a picture.

But before you save that change...



Show your signature in replies

Your signature will appear at the end of all messages you send, but unless you specify otherwise, it'll be hidden in replies to your messages.

If you want your signature to always be visible—even in replies—check the **insert this signature before quoted text** box.

When you're done, click **Save changes**.

Cassandra Smith
IT Support Manager
cassy@solarmora.com
office: (123) 456-7890
cell: (123) 456-0987

 **Employing the Sun**

Insert this signature before quoted text in replies and remove signature from replies

Save changes Discard changes *i*



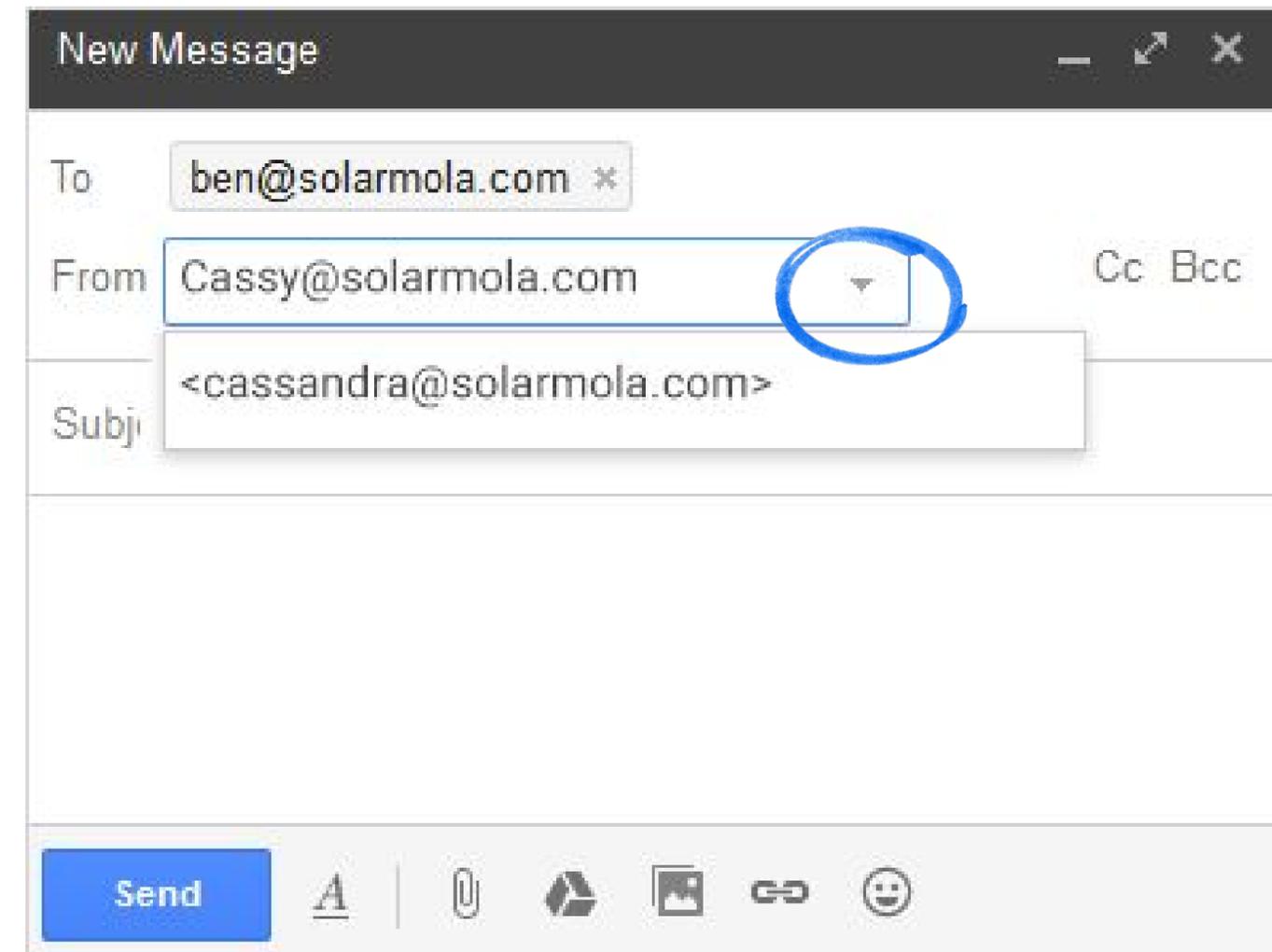
Use an alias to send mail

If you want to have a secondary email address, you add an email *alias* and then send and receive emails for both addresses in the same Gmail inbox. For example, you could have **cassy@solarmora.com** and **cassandra@solarmora.com**.

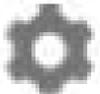
Adding an alias doesn't count towards your user number limit.

Using aliases, you can also send messages from either your primary or the alternate email from the same Gmail inbox.

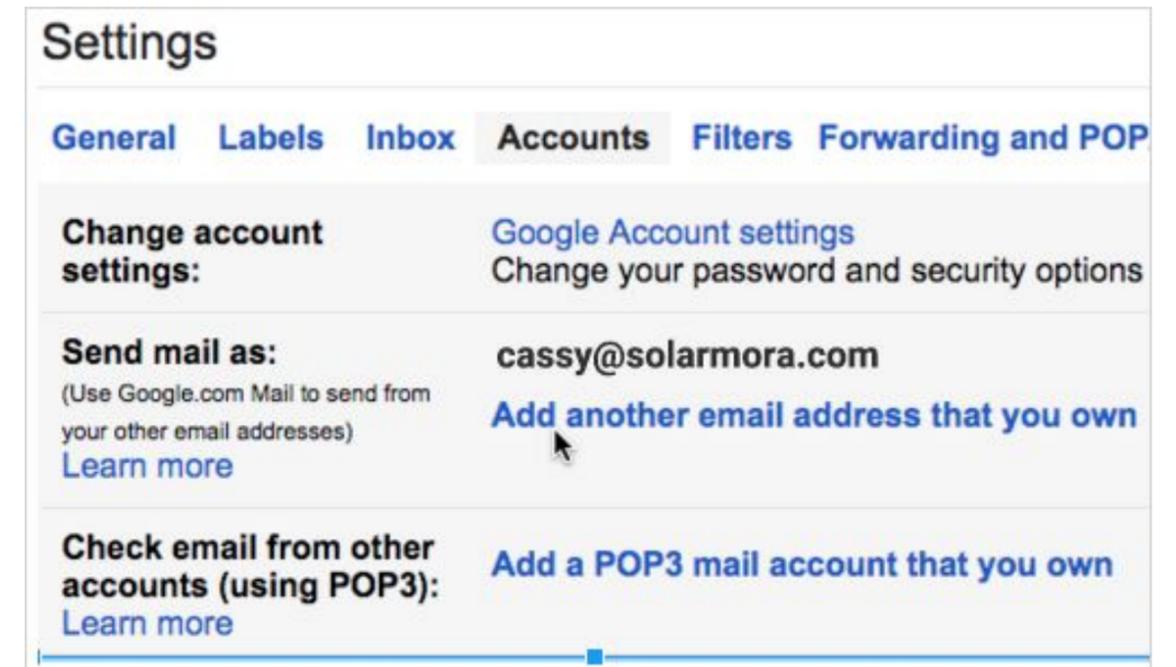
After you set up an alias, you click your address in the **From** field of a new message select the email address you want the recipient to see.



Set up your alias in Gmail

1. Sign in to G Suite and open Gmail.
2. In the top corner, click  and select **Settings**.
3. In the **Accounts** tab in the **Send mail as**, click **Add another email address you own**.
4. Enter the alternate email address (and optionally, a new name), leave the default **Treat as alias** box checked and click **Next Step >>**.
5. Click **Send Verification**.
6. To verify the new alias, do one of the following:
 - Sign in to your alternate email and click the link in the verification email.
 - Enter the confirmation code in the **Accounts** section of your G Suite email settings.

Note: If you don't receive the verification email, contact your G Suite administrator to confirm if the domain alias or email alias option is configured.



Gmail to-do list for your team

Now that you've started using some of Gmail's business features, it's time to help your team get started with Gmail. Here's what we suggest each member of your team does first.

Have each person:

1. [Import their contacts to Gmail.](#) 
2. [Learn basics of sending mail.](#) 
3. [Create their signature, labels, and filters.](#) 



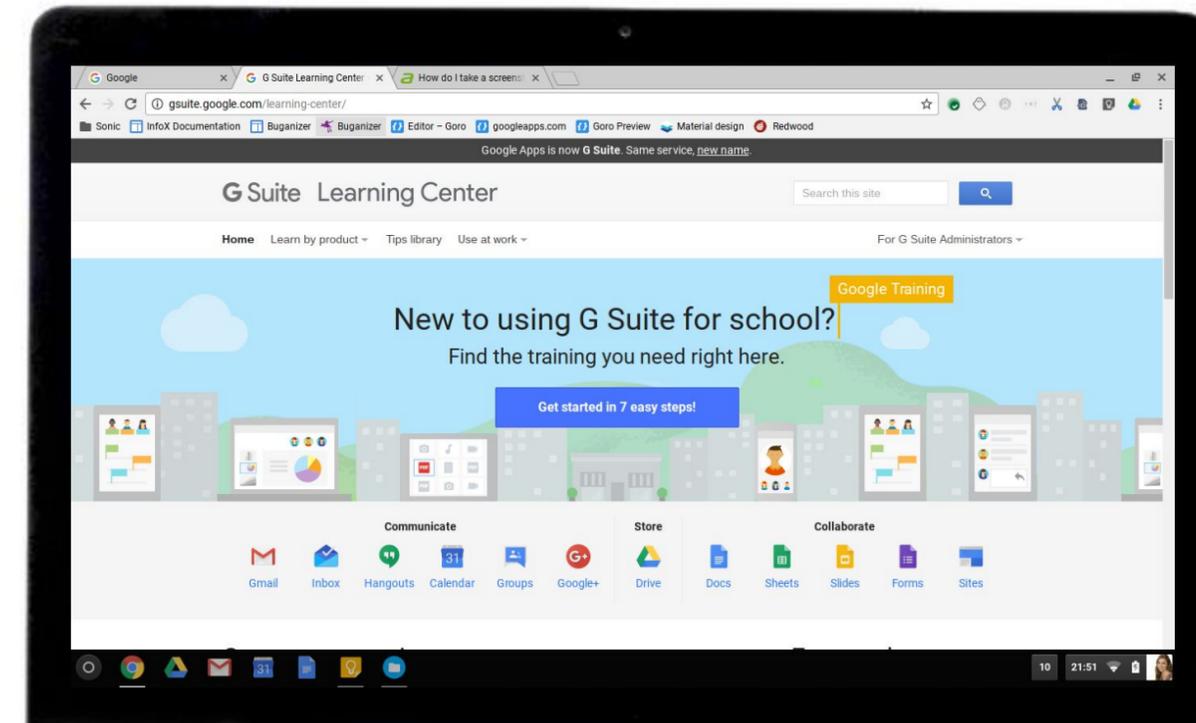
Get more training for your team

As for next steps? For even more Gmail info and training, you and your team should visit the **G Suite Learning Center**: gsuite.google.com/learning-center.

Visit the Learning Center

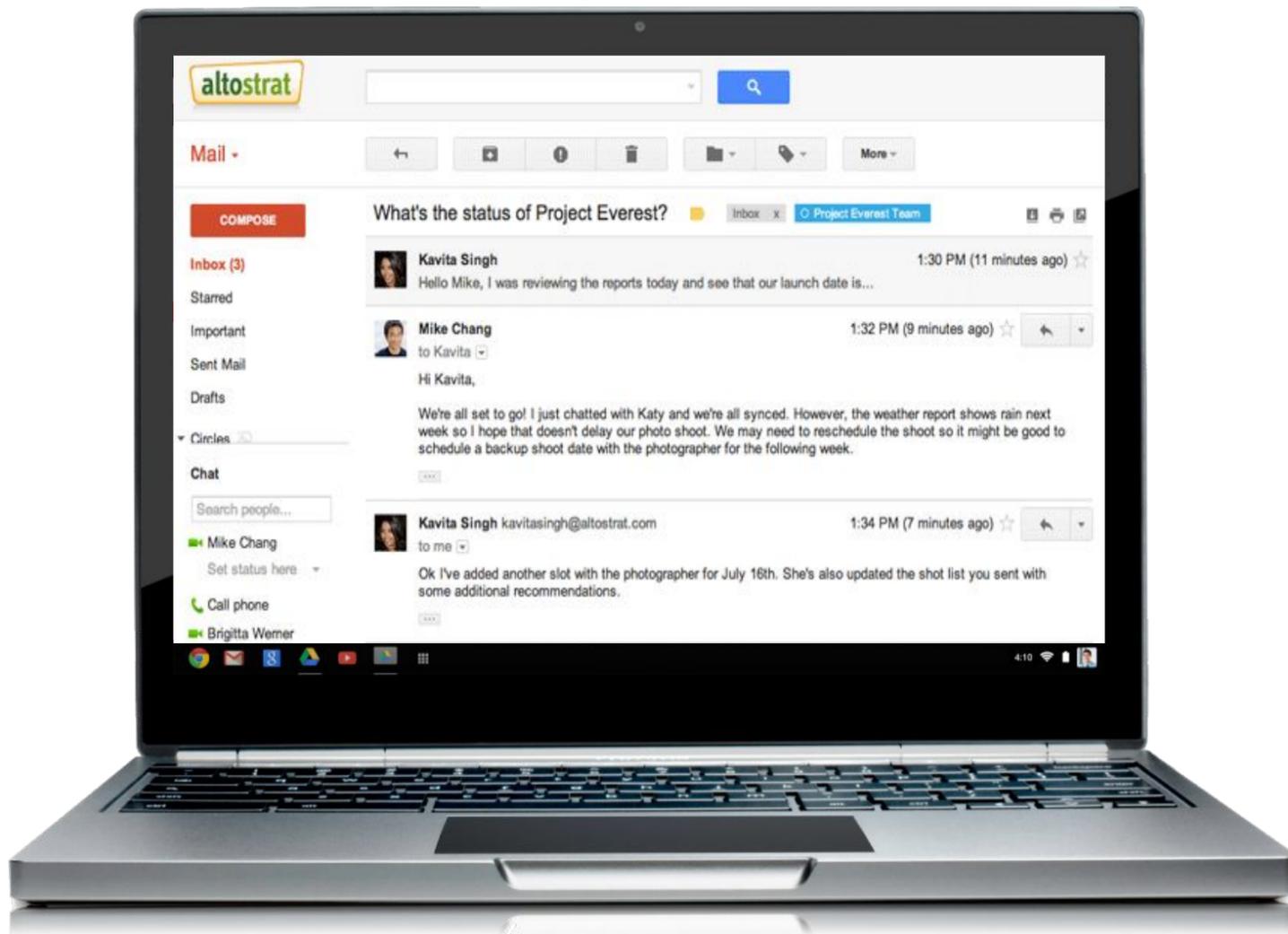
You'll find:

- Gmail training guides and videos
- Business user FAQ
- More Gmail business features





Congratulations! You've set up Gmail for your team.



Now you know how to:

- ✓ Tailor Gmail settings in the Admin console
- ✓ Import your email to Gmail
- ✓ Organize and find your messages with labels
- ✓ Search for Gmail messages
- ✓ Create your professional signature
- ✓ Add an alternate email address (alias)
- ✓ Train your team to use Gmail



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G Suite