

3. Setting up your business email and calendar (cheatsheet)

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Setting up your business email and calendar in 10mins or less

When you're starting your consulting business, sending direct outreach emails and communicating with prospective clients you should use a business email address setup on your own domain instead of using a generic gmail.com, hotmail.com or yahoo.com address. Prospective clients are more likely to take you seriously, reply to your messages and purchase from you when you run your business this way. Here's how to setup your own business email.

Instructions

1. Go to the GSuite website and create a new account: <https://gsuite.google.com>.
2. During the setup process it will ask you for your Company name and Domain name, make sure you enter these correctly. Eg. "Ovens Consulting" and "ovensconsulting.com".
3. When asked what you would like your own email address to be select something simple like: sam@ovensconsulting.com. Try to keep all of these things as simple as possible.
4. Once you have setup your GSuite account it will ask you to connect your domain name to GSuites email servers. For this step of the process please watch this [video tutorial here](#).
5. After connecting GSuite's email servers to your domain name you will be able to run a quick check using GSuite and if the setup was successful you will be able to advance to the next step in the process and complete the setup.
6. Once you have completed the setup process login to your new account by going to gmail.com and entering your business email address and password.
7. Try testing your new email account by sending some emails to friends/family and getting them to confirm that they received it. Get them to send an email back to check your account is working both ways (sending/receiving).
8. With your new GSuite account you get access to [Gmail](#), [Google Calendar](#) and [Google Drive](#) all with the same login, available from anywhere. These services will help you run your consulting business more effectively. For a quick demonstration of how these services work check out this [video here](#). We recommend bookmarking these three icons for easy access.