

Google Workspace Private-Domain Email Setup

1. Requirements & Prerequisites

Before initializing the setup process, ensure you have gathered the following credentials and details:

- **Domain Management Verification:** If you manage your domain directly through a third-party registrar such as GoDaddy, Network Solutions, or similar, ensure that you have valid credentials to log in and actively edit the DNS settings.
- **Valid Payment Method:** A corporate credit card or bank account must be ready to link to the Google billing profile upon registration.
- **Pre-existing Recovery Email:** A non-domain external address (such as a standard @gmail.com) to receive configuration verification tokens and critical recovery codes.

Managed DNS Route: If your domain's DNS is managed directly by **ISADEx Corporation**, they will handle the entry of the required records for you. However, you must first complete the Google Workspace account registration and generate your specific, unique **DKIM key string** from inside your new Google Admin Console to provide to ISADEx so they can finalize the DNS changes.

2. Subscription Costs & License Management

Google Workspace operates on a **per-user mailbox tiering model**. If your organization requires three distinct team members to have private inboxes, you must purchase three individual licenses.

Cost-Saving Strategy: Do not purchase additional standalone licenses for generic group inboxes like info@, sales@, or support@. Google allows you to create up to 300 **Email Aliases** per user mailbox completely free of charge. These automatically route directly into the primary user's inbox.

Workspace Plan Tier	Annual Commitment (Per User/Mo)	Flexible Monthly (Per User/Mo)	Baseline Offerings & Resource Storage
Business Starter	\$7.00	\$8.40	Custom professional domain email, 30 GB pooled cloud storage per user, core productivity tools.
Business Standard	\$14.00	\$16.80	Expanded 2 TB pooled storage per user, enhanced Google Meet recordings, shared team drives.
Business Plus	\$22.00	\$26.40	Advanced 5 TB pooled storage per user, Google Vault retention eDiscovery, enterprise security vaulting.

3. Step-by-Step Account Provisioning

- 1. Initiate Setup:** Visit `workspace.google.com` and select **Get Started**. Provide your legal business name, total workforce head count, and operational region.
- 2. Link Domain:** When queried with *"Does your business have a domain?"*, select **Yes, I have one that I can use**. Enter your clean top-level domain string (e.g., `yourdomain.com`).
- 3. Establish the Super Administrator Account:** Define your anchor administrative login handle (e.g., `admin@yourdomain.com`) and generate an enterprise-grade alphanumeric password. This account controls all multi-user tenant configuration maps.
- 4. Finalize Billing:** Pick your preferred tracking model (Annual vs. Flexible Track) and fill out the payment instrument field. Google defaults new tenants to a 14-day zero-cost trial period before any billing adjustments take place.

4. External DNS Configuration Records

To ensure global routing maps direct traffic seamlessly to Google infrastructure, these exact records must be updated in the authoritative DNS zone file. If your domain is managed by ISADDEX Corporation, you must generate the DKIM text value via the step below and send it to your ISADDEX representative to apply along with the rest of these parameters.

Crucial: Delete any old or existing MX entries prior to saving these values.

A. MX Record (Inbound Destination Map)

Record Type:	MX
Host Name / Key:	@
Priority Value:	1
Points To:	smtp.google.com
TTL Settings:	3600 (or 1 Hour)

B. SPF Record (Sender IP Authentication)

Record Type:	TXT
Host Name / Key:	@
Text Value:	v=spf1 include:_spf.google.com ~all
TTL Settings:	3600

C. DKIM Record (Cryptographic Header Signature)

Action Required: Log into your Google Admin Console, go to **Apps > Google Workspace > Gmail > Authenticate email**, and generate a new key string to fetch your unique TXT record value.

Record Type:	TXT
Host Name / Key:	google._domainkey
Text Value:	[Insert unique 2048-bit string generated from Google Admin Console]

D. DMARC Record (Spam Alignment & Handling Policies)

Record Type:	TXT
Host Name / Key:	_dmarc
Text Value:	v=DMARC1; p=quarantine; pct=100; rua=mailto:admin@yourdomain.com;

5. Website Form Integrity & Mail Routing

Mandatory Form Adjustments: Following a migration to Google Workspace or any third-party external email service, any automated contact forms, lead capture tools, or checkout portals residing on your public website will no longer be allowed to relay mail directly through your standard domain name.

To ensure reliable form delivery and protect domain health, the forms on your website must be configured to send emails using an ISADEx-assigned, unmonitored relay email account (for example: `noreply@isadex123.com`).

6. Mail Transmission Caps & Volume Restrictions

Google Workspace implements security filters that monitor messaging behaviors across a dynamic, rolling 24-hour baseline. It is explicitly not built for outbound unsolicited marketing blasts.

- **Standard Sending Limit:** **2,000 outgoing messages** per rolling 24-hour cycle per verified user mailbox seat.
- **Recipient Volume Calculation:** Up to **10,000 distinct recipients** across all emails handled daily.
- **Trial & New Domain Throttling:** Parameters are automatically clamped at a strict upper margin of **500 outgoing messages daily** until baseline trial thresholds are fully met.
- **Desktop SMTP App Limitations:** Mail accounts operating external client hooks (e.g., traditional IMAP/SMTP applications) are limited to an output cap of **100 unique recipients per single outgoing transaction**.