

Setting Up Google Apps

Step 1:

- Go to <http://www.google.com/a/cpanel/domain/new>
- Enter your domain name. Click **Get Started**.

Step 2:

- You will be directed to a page where you will fill out some basic information. The first field is: Number of Users. It makes little difference what number you put in this field, as you will add users in a later step. I entered 10.
- The information you provide in this step is for the administrator account. Be sure to fill this out for the church planter. You do not want to set yourself up as the administrator for the account.

Step 3:

- Fill out the final page of information and click **Submit** at the bottom of the page.
- You will be redirected to the administrative login page.

Step 4: Verify Domain Ownership


- At the top of the page click the **Verify domain ownership link**.
- In the drop down menu, choose: **Change your CNAME record**.

Please verify that you own cotinyc.com

To start using Google Apps services, you will need to verify ownership of the domain. You can do this later, if you like. [Learn more](#)

Verify your domain ownership

We offer two methods of verification. You can either upload an HTML file with a name we specify, or you can change the CNAME record for your domain using the values we specify. Choose your preferred method below.

Change your CNAME record 

1. Sign in to your domain hosting service and locate the DNS management page. The location varies by service, but can typically be found under **Domain Management** or **Advanced Settings**.
2. Use the following unique string to create a new CNAME record for the cotinyc.com domain:
googled9983b8a26e70ebd
3. Point the CNAME record to:
google.com
4. Once you have made the changes, you can verify that the record exists by doing a CNAME lookup for <http://googled9983b8a26e70ebd.cotinyc.com>. You can find several web sites to do automated CNAME lookups by searching for CNAME lookup at <http://www.google.com>.

Verify

I will verify later

Change CNAME record for GoDaddy.

- Open a new browser window. Login to the GoDaddy account associated with the domain.

- On the right hand side, click **Domain Manager**.
- Click the domain.
- In the first box of the control panel, bottom of the middle column, click **Total DNS Control and MX Records**
- Click **Add New CNAME Record**
- Back on the Google App page, copy the unique string for the URL listed in #2. Paste in the field **Enter an Alias Name:** on the GoDaddy page.
- In the field **Points to Host Name:** enter **google.com**
- Click **OK**. GoDaddy will bring up a dialogue box saying the CNAME record was successfully created. Click **OK**. On the GoDaddy DNS Manager page, you should now see the new CNAME record. It will initially say, *Pending Setup*. It can take up to 48 hours for this to be complete, but usually takes 10-15 minutes.
- Once GoDaddy reflects that the CNAME is setup, The Google App instructions tell you to verify that the record exists by doing a CNAME lookup. ***This step is optional in my opinion.** I found that searching Google for CNAME lookup as suggested, provided useless results. Ironic I know. Open a new tab and click [here](#). Copy the address provided in line 4. Paste it into the search field. In the drop down box choose **CNAME record**. Click **Search**. If the CNAME record is setup correctly you will see a box similar to this:

```

You are looking up CNAME Record of Domain Name:(googled9983b8a26e70ebd.cotinyc.com). The query process
below:
1. Looking from Name Server k.root-servers.net(193.0.14.129), it tells me go to ->
2. Looking from Name Server a.gtld-servers.net(192.5.6.30), it tells me go to ->
3. Looking from Name Server ns61.domaincontrol.com(216.69.185.32), it tells me go to ->
Final Result: google.com
Lookup Time: 2008-12-20 5:36:55

```

- Back on the Google Apps page, Click **Verify** at the bottom of the page. You will be redirected to the Dashboard for the Google Apps Administrator. At the top of the page you will see a note saying, “We are checking domain ownership. This may take 48 hours to complete.” It won’t. You will see a status next to each Google App [See below]. They will all say updating except for the email.

We are checking domain ownership. This may take 48 hours to complete.

Dashboard Users and groups Domain settings Advanced tools Support Service settings-

⚠ To activate Google Apps services you must verify that you own your domain - cotinyc.com. [Verify domain ownership](#) [Get Started Guide](#)

Church of the Incarnation
cotinyc.com, cotinyc.com.test-google-a.com
[Manage account information](#) [domain names](#)

[1 users](#) [Create new users](#)
You can create up to 200 user accounts for this domain. [Request more users](#)

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- 25GB storage per user, no ads, 99.9% uptime SLA
- Message Security and Discovery by Postini
- SSO and user directory sync tools
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Service settings [Add more services](#)

Email - Not active
7 gigabytes of storage and search tools that help your users find information fast.
[Activate email](#)

Chat - Updating...
We are checking domain ownership. This may take 48 hours to complete.
[View instructions again](#)

Calendar - Updating...
We are checking domain ownership. This may take 48 hours to complete.
[View instructions again](#)

Docs - Updating...
We are checking domain ownership. This may take 48 hours to complete.
[View instructions again](#)

Sites - Updating...
We are checking domain ownership. This may take 48 hours to complete.
[View instructions again](#)

Step 5: Activate Email

- On the Google Apps Administrator Dashboard, click Activate Email.
- In the drop down menu, choose the hosting service for the domain. Directions for setting up the email will be populated.

Directions for GoDaddy.

1. Open a new browser window. Log in to your account at <http://www.godaddy.com>.
2. Open the **Domains** tab and select **My Domain Names**. You'll be directed to the **Manage Domains** page.
3. **Click the domain that you'd like to use** with Google Apps.
4. Click **Total DNS Control And MX Records**. The DNS Manager window will appear.
5. Clear all existing MX Records by clicking checking the box to the left of the Records and clicking the **X** on the right to Delete.
6. Click **OK** in the confirmation dialogue box.
7. Once you've deleted all existing records, click **Add New MX Record**. The **MX (Mail Exhangers) Record Wizard** will appear.
8. For each MX Record, enter information according to the data in the table below:

For the **Select the Priority Value** drop-down menu, enter the priority value.

For **Enter a Host Name**, leave the default setting to @.

For **Enter Goes To Address** enter the Google server name in the table below. Be sure to include the trailing dot at the end of each record.

PriorityValue	HostName	Goes To Address (Mail Server)	TTL Value
10	@	ASPMX.L.GOOGLE.COM.	1 week
20	@	ALT1.ASPMX.L.GOOGLE.COM.	1 week
30	@	ALT2.ASPMX.L.GOOGLE.COM.	1 week
40	@	ASPMX2.GOOGLEMAIL.COM.	1 week
50	@	ASPMX3.GOOGLEMAIL.COM.	1 week

9. For each record entered click **OK**. A dialog box will open up. Click **OK**. Each record will say *Pending Setup*. After 10-15 minutes they should be complete. Refresh your browser to check them.

- Once all the MX records are complete, return to the Google Apps page and at the bottom click **I have completed these steps**.

Step 6: Setup Email Accounts

- On the Google Apps Administrator Dashboard page, click **Create new users**.
- Fill in the required fields. Click **Set Password**. Choose a generic password such as the name of the church.
- Click **Create new user**.
- Click **Edit settings for [user name]**
- Under password, check the box next to **Require a change of password in the next sign in**.
- Click **Save Changes**
- Repeat for each user/email address.

Step 7: Send planter email instructions.

- Use the sample email below as a guide for sending the planter instructions regarding the use of Google Apps.

Church Planter,

Google Apps is setup with www.URLofnewchurch.com To access the administrative control panel where you can add users and adjust settings go to:

<http://www.google.com/a/urlofnewchurch.com/>

I have setup the following user accounts/emails:

username: planter@urlofnewchurch.com **password:** **jesus** ***This is the administrator account. You must use this login information to access the administrative control panel above.

Username: associate@urlofnewchurch.com **password:** **jesus** (This is a

temporary password. Upon the first login, **Associate** will be asked to provide a new password)

Username: associate2@urlofnewchurch.com **password:** **jesus** (This is a temporary password. Upon the first login, Nicole will be asked to provide a new password)

username: info@urlofnewchurch.com **password:** **jesus** (This is a temporary password. Upon the first login, you will be asked to provide a new password)

***This is a catchall email account. That means that any address

@urlofnewchurch.com that does not match an existing address will be forwarded here. Someone should login in to the info@urlofnewchurch.com email address and set it to forward to forward to their email or ensure that the address is coming to someone's desktop client.

Your email accounts are setup. Gmail provides lots of flexibility. You can use the webmail or you can use POP or IMAP to access your email from your desktop client or mobile phone. You can forward the email from this account to another address or use this email address to pull in your other emails. There are lots of options. To learn how to configure Gmail with your desktop client or to learn how to forward, simply click on help on the upper right hand corner of the screen after logging in. There you will find links to lots of help topics including configuration. I have also setup a group email address staff@urlofnewchurch.com. By typing this as the email address it will automatically send the email to: planter@urlofnewchurch.com; associate@urlofnewchurch.com; and associate2@urlofnewchurch.com. You can access Gmail using the above login info by going to:

<http://mail.google.com/a/urlofnewchurch.com>

You also have calendars setup. You can use Google calendars to manage your personal and work calendars. You can share calendars between staff members and family to keep everyone on the same page. You can even sync Google calendars with you iCal or Outlook. Using the same login info as above go to:

<http://www.google.com/calendar/a/urlofnewchurch.com>

The fun doesn't stop there. You also have access to Google Docs. Docs is an online office suite compatible with Word, Excel and Powerpoint. You can upload existing MS Office docs and have access to them online. You can also share these docs with other Google users and allow them to collaborate. This is a great feature for church plant staff's without a centralized office. You can access Google Docs using the same login info as above by going to:

<http://docs.google.com/a/urlofnewchurch.com>

One more Goodie. Gmail is equipped with built in chat. You can within Gmail with any other Gmail user. Simply use the chat box on the left hand side. Have a webcam? Click [here](#), to download a Gmail plugin that enables voice and video chat from within Gmail. This will allow a mobile staff working out of their individual homes to easily hold virtual meetings and stay connected.

If you have any questions, feel free to call.

Step 8: Setup Group

- On the Google Apps Administrator Dashboard, click the **Users and Groups** tab.
- Click the **Groups** tab.
- Click **Create a New Group**.
- Fill in the required fields. Leave the Permissions presets set to **Team**. Under **Send email to the group**, check **Owners, Members, [domain name] users**.
- Click **Create new group**
- In the **Add new members** field, type the email of the administrator for Google Apps. In the drop down box, click **Owner**. Click **Add**.
- In the **Add new members** field, type the emails of each user to add to the group. In the drop down box, click **Member**. Click **Add**.