

Exercise 2 - Review your MX records

Introduction

Probably the most commonly known DNS records are Mail Exchange (MX) records. These ensure that inbound mail is correctly routed to your mail host, and in the case of Google Workspace they tell the internet to route mail to Google's mail servers for eventual delivery to your user's Gmail inbox. In this exercise you will review your MX records.

Directions

1. Sign into your domain registrar.

If you purchased your domain as part of the Google Workspace sign up process, your MX records should already be configured for you. If you did not purchase your domain as part of the sign up process you will need to add the records manually to ensure mail for your domain is routed to the Google servers.

2. Locate your MX records in your DNS records.

If Google Domains is your registrar, select **DNS** from the left hand menu, then scroll down and click > to expand the Google Workspace section. If you are using another registrar the navigation will be different. Refer to your provider's help to locate your DNS records.

Your MX records should look similar to those shown in the table below. Refer to [Set up MX records for Google Workspace email](#) for more information.

Name	Time to Live (TTL*)	Record Type	Priority	Value
Blank or @	3600	MX	1	ASPMX.L.GOOGLE.COM.
Blank or @	3600	MX	5	ALT1.ASPMX.L.GOOGLE.COM.
Blank or @	3600	MX	5	ALT2.ASPMX.L.GOOGLE.COM.
Blank or @	3600	MX	10	ALT3.ASPMX.L.GOOGLE.COM.

Blank or @	3600	MX	10	ALT4.ASPMX.L.GOOGLE.COM.
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Notes

1. Always create your user accounts before switching MX records to Google Workspace.
2. The TTL is the number of seconds before subsequent changes to the MX record go into effect. Once the MX records are configured correctly, we recommend changing the TTL value from 3600 to 86400, which tells servers across the Internet to check every 24 hours for updates to the MX record instead of every hour.
3. If you are moving from an existing mail system to Google Workspace, Google recommends when switching your MX records to Google to keep your existing MX records but set them to a lower priority than the Google mail servers (i.e. assign your existing MX records a priority > 10) until all mail is routing to Google. This ensures no mail is lost.

Help Center resources

- [Set up MX records for Google Workspace email](#)
- [Avoid email bouncing from new MX records](#)
- [Troubleshoot MX records](#)