


SK591 - How to Setup a New Gmail Account

Purpose - Ensure an employee can send and receive messages worldwide


Procedure

Visit <https://admin.google.com> and sign in with an Administrator SKS Gmail account


On the Admin Console, select **Users**




Users
Add, rename, and manage users



Apps
Manage apps and their settings



Device management
Settings and security for devices



Groups
Create groups and mailing lists

Left hand column: Select the proper sub-organization for the user

By Organization

▼ sks-bottle.com

Finance

Inside Sales

IT-Web

Kitroom

Maintenance

Bottom right hand corner: Click the **Add** button



The following form will be presented

Create a new user



First name

Last name

Primary email address

@sks-bottle.com

Temporary password will be assigned - [Set Password](#)

ADDITIONAL INFO

CANCEL

CREATE

Print out the user credentials

Create a new user



Your username is johndoe

Your new email address is johndoe@sks-bottle.com

Sign in to SKS Bottle & Packaging, Inc. services at

- <http://www.google.com/a/sks-bottle.com>

Password

***** [SHOW PASSWORD](#)

SEND EMAIL

PRINT

CREATE ANOTHER USER

DONE