




1 Find your DNS records or settings

2 Add the Google MX records

First, delete the current **MX records** that send mail to your old email provider. After that, you'll add new MX records for your account.

(a) Click the **Delete** icon next to all existing MX records.

Type	Name	Value	TTL	Status
MX	yourcompany...	mail handled by m... (1)	Automatic	
MX	yourcompany...	mail handled by m... (5)	Automatic	
MX	yourcompany...	mail handled by m... (10)	Automatic	

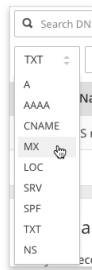
Advanced • API • Help •

(b) Click **OK** to confirm you want to delete the record.

Don't worry, we'll add new ones in the next step.

(c) Repeat these two steps until all of your old MX records have been deleted.

(d) In the DNS Records section, from the **Type** drop-down list, select **MX**.



(e) Click the **Value** field.

The Add Record: MX content window opens.

(f) In the **Points To** field, enter **ASPMX.L.GOOGLE.COM**. Don't include a full stop at the end of the record.

(g) In the **Priority** field, enter **1**.

Add Record: MX content

Server
ASPMX.L.GOOGLE.COM

Priority
1

Cancel Save

(h) Click **Save**

(i) Follow these same steps to add the MX records shown in this table. Start from the top of the table and enter as many as you have room for. Don't include a period at the end of the MX record.

Priority	Host record	Points to
1	@	ASPMX.L.GOOGLE.COM
5	@	ALT1.ASPMX.L.GOOGLE.COM
5	@	ALT2.ASPMX.L.GOOGLE.COM
10	@	ALT3.ASPMX.L.GOOGLE.COM
10	@	ALT4.ASPMX.L.GOOGLE.COM

[How do I add an MX record?](#)

**Note:** Each address is for a Google Workspace mail server. We provide several servers in case one becomes unavailable.

Then [come back here](#) and click **Activate Gmail** below.