Google Workspace Setup FAQ

What is an administrator?

Administrators manage Google Workspace settings, users, and billing. If you signed up for Google Workspace, you're an administrator. You can also assign administrator privileges to other users.

If you're already signed in to another Google Account:

1. At the top right of the screen, click your profile image or initial and click Add another account.
2. Sign in using your Google Workspace username and password. Your username contains your domain name, such as *you@your-company.com*. It is *not* your personal Gmail address.

Where can I manage my Google Workspace settings?

You manage Google Workspace in the Admin console. Sign in to admin.google.com using your Google Workspace username. If you signed up for Google Workspace with a verified domain, your username is associated with your domain, for example, you@your-company.com. If you signed up with a business email, your username is the email address you used to sign up.

What if I forgot my username and password?

If you signed up for Google Workspace with a verified domain, you chose your username during signup. If you forget your username, it's included in your Google Workspace welcome email. If you signed up with a business email, your username is the email address you used to sign up.

If you forgot your password:

1. Go to admin.google.com.
2. Enter your Google Workspace email address.
3. Click Forgot password?
4. Follow the instructions to reset your password.

How do I start using Google Workspace?

1. Go to drive.google.com to open Drive. Optionally, if you signed up with a verified domain, you can go to mail.google.com to open Gmail.
2. If you're already signed in to another Google Account, at the top right of the screen, click your profile image or initial and click Add another account.
3. Sign in using your Google Workspace username and password. If you signed up for Google Workspace with a verified domain, your username contains your domain name, such as *you@your-company.com*. If you signed up with a business email, your username is the email address you used to sign up. It is *not* your personal Gmail address.

After you sign in to Google Workspace, you can switch between services and apps:

1. At the top right of the screen, click the App Launcher.
2. Click the app you want to use.

Can I import or migrate my existing email and contacts to Google Workspace

Applies only if you signed up with a verified domain

Yes, when switching to Google Workspace from another application or service, like Microsoft Outlook, you can bring your existing mail, contacts, and calendar data with you. You have a variety of options for migrating data into Google Workspace, depending on the size of your organization and the system you're migrating from. Learn more about migration options.