Create custom emails

how do people create custom emails for employees like sharath@abcnetwork.com

Great question! Creating custom email addresses for employees like sharath@abcnetwork.com involves a few key steps related to owning the domain and setting up email hosting. Here's a simple breakdown:

Step 1: Own the Domain Name

- You need to buy a domain name, for example, **abcnetwork.com**.
- You can buy domains from registrars like GoDaddy, Namecheap, Google Domains, etc.

Step 2: Choose an Email Hosting Service

- To host email addresses for your domain, you need an email provider.
- Popular business email hosting services:
  - **Google Workspace (Gmail for Business)**
  - **Microsoft 365 (Outlook)**
  - **Zoho Mail**
  - **ProtonMail for Business**
  - Your web hosting provider sometimes offers email hosting as well.

Step 3: Set Up Email Hosting

- After buying the domain, connect it to the email hosting provider by updating DNS records (MX records).
- The email host provides instructions on how to set this up.

Step 4: Create User Accounts

- Using the email hosting provider's admin console, create user accounts like:
  - sharath@abcnetwork.com
  - jane@abcnetwork.com
  - etc.

Step 5: Access Email

- Employees can access their email through webmail, email clients (Outlook, Apple Mail), or mobile devices.

Example with Google Workspace:

1. Buy domain **abcnetwork.com**.

2. Sign up for Google Workspace.

3. Verify domain ownership.

4. Update MX records on your domain registrar to point to Google's mail servers.

5. Create users in Google Workspace Admin Console.

6. Employees log in with their custom email.

If you want, I can walk you through a specific provider or help with domain suggestions!

> suppose I already have one domain I want to transfer new domain keeping earlier datas safe what to do

Got it! You have an existing domain with email and data, and you want to switch to a **new domain** but keep all your existing emails, contacts, and data safe. Here's how you can do that smoothly:

Scenario: You want to keep your old data but start using emails on a new domain

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Step-by-step plan:

1. Buy and Set Up the New Domain

- Purchase the new domain.
- Set it up with the same email hosting provider you're currently using (e.g., Google Workspace or Microsoft 365).

2. Add the New Domain as a Domain Alias or Secondary Domain

- In your email admin console, add the new domain as an **alias domain** or **secondary domain**.
  - **Alias domain:** Emails sent to the new domain get delivered to the old domain accounts automatically (e.g., sharath@newdomain.com → sharath@olddomain.com).
  - **Secondary domain:** You can create new user accounts with the new domain, separate from the old domain's accounts.

3. Migrate Existing Data to the New Domain

- If your provider supports it (like Google Workspace), you can rename users to the new domain or migrate mailboxes.
- Otherwise, you can:
  - Use migration tools to copy emails, contacts, calendars from old accounts to new accounts.

- Use email forwarding or import/export features.

4. Update DNS Records for the New Domain

- Update the MX records of the new domain to point to your email provider.
- Verify the new domain ownership in the email provider admin console.

5. Communicate the Change

- Notify users and contacts about the new email addresses.
- Set up forwarding from old email addresses to new ones if needed during transition.

6. Test Everything

- Ensure emails sent to both old and new domains are received.
- Check data (emails, contacts, calendars) are intact in new accounts.

If you want to keep your current domain but use a new domain moving forward:

- Keep the old domain's emails running as is.
- Add the new domain as an alias or secondary domain.
- Gradually switch sending emails from new domain.
- Eventually retire the old domain after sufficient time.

In short:

- You don't "transfer" a domain's email data to a new domain directly.
- Instead, you add the new domain to your email system.
- Then migrate or rename user accounts or set up forwarding.
- This ensures all old emails/data stay safe and accessible.

If you tell me which email platform you use (Google Workspace, Microsoft 365, Zoho, etc.), I can give you exact instructions!

for new one do I need to buy the email provider or only the new domain

Good question! Here's the scoop:

If you already have an email provider (like Google Workspace or Microsoft 365):

- **You usually do NOT need to buy a new email provider license** for the new domain if you're just **adding the new domain as an alias or secondary domain**.

- Your existing email hosting plan often allows you to add multiple domains (sometimes with limits).

- You just need to **buy the new domain name** and add it to your existing email hosting account.

- Then you can create or alias email addresses with the new domain **under the same subscription**.

But if you want a completely separate email system for the new domain:

- Then yes, you'd need to buy a **new email hosting subscription** for that new domain.

- But usually, businesses add new domains to their current plan to keep everything under one roof.

Summary:

Scenario	Do you need to buy a new email provider?
Adding new domain to existing email service as alias or secondary domain	Usually NO
Setting up email hosting for new domain separately	YES

Tip: Check with your current email provider's pricing or plan details — many allow multiple domains without extra cost, but some have limits on the number of domains or users.

If you want, I can help check specific details for your current provider! What email hosting do you use?

> But if you want a completely separate email system for the new domain: what is the meaning of this

Great question! When I say **"completely separate email system for the new domain,"** here's what I mean:

Scenario 1: Using the same email provider/account for both domains

- You own domain1.com (old domain) and domain2.com (new domain).

- Your email hosting account manages both domains together.

- You create user accounts or aliases on **domain2.com** inside the **same email system** as domain1.com.

- All users and data are managed centrally.

- Usually, no extra email hosting fees—just one account managing multiple domains.

Scenario 2: Using a completely separate email system for the new domain

- You buy domain2.com (new domain).

- Instead of adding domain2.com to your existing email hosting account, you create a **new, separate email hosting account** just for domain2.com.
- This means:
  - Separate login, admin panel, user management.
  - Separate billing and subscription for email hosting.
  - Emails on domain2.com live totally independently from domain1.com emails.
- You'd be running two email hosting environments side-by-side.

Why would someone do Scenario 2?

- Different business units want completely independent email systems.
- Separate billing or admin controls.
- Different email providers for each domain.
- Privacy or organizational reasons.

So, the difference is:

Aspect	Same Email System (Scenario 1)	Separate Email System (Scenario 2)
Number of email hosting accounts	1	2
Billing	1 invoice	Separate invoices
User management	Centralized	Separate
Email data	All in one place	Data separated by domain
Complexity	Simpler	More complex

Let me know if you want me to explain how to add a new domain to your existing email system or how to set up a new email hosting account separately!

> ok I am not purchasing new email system I will use the existing but what I need is I have a lot of employees and when I change to new domain what I need is the mail should go to the new mail even if they use the old mail is that possible??

Yes, that's totally possible — and a smart way to transition! You want **both old and new email addresses to receive emails**, so no messages get lost during the switch. Here's how you can do that with your existing email provider:

What you need: Domain alias or email forwarding

Option 1: Use the new domain as a domain alias (Recommended)

- Add the **new domain** as a **domain alias** in your email hosting admin panel.
- This means:
    - Every email sent to sharath@newdomain.com and sharath@olddomain.com goes to the **same mailbox**.
    - Employees can send and receive from either address.
    - No need to create new user accounts; existing accounts work with both domains.

Example:
Emails to `sharath@olddomain.com` OR `sharath@newdomain.com` arrive in Sharath's inbox.

Option 2: Set up email forwarding from old domain to new domain

- Keep your old domain running.
- Create new user accounts with the new domain (sharath@newdomain.com).
- On the old domain's email system, set up forwarding for each old mailbox to the corresponding new mailbox.
- Emails sent to `sharath@olddomain.com` automatically forward to `sharath@newdomain.com`.

Option 3: User-level forwarding or aliasing

- If you can't do a domain alias, create email aliases for each user.
- For example, for Sharath's new account at `sharath@newdomain.com`, add `sharath@olddomain.com` as an alias so he receives mail sent to either.

Summary

Approach	Old emails reach new inbox?	Users need new accounts?	Ease of setup
Domain Alias	Yes	No	Easy (best option)
Email Forwarding	Yes	Yes	Medium
User-level Aliases	Yes	Yes	Requires per-user config

Important

- Make sure your **MX records** for the new domain point to your email host.
- Communicate to employees and contacts about the new email addresses.
- Keep the old domain active and forwarding for a transition period.

If you tell me your email provider (Google Workspace, Microsoft 365, etc.), I can give exact steps on setting this up!

in future If I want to stop the old email system which is the better option

Perfect question! If your goal is to eventually **retire the old email system/domain** and move fully to the new domain, here's the best approach for a smooth transition:

Best approach for future migration & retiring old domain:

1. Use a Domain Alias for the New Domain (Ideal for Transition)

- Add the **new domain as a domain alias** on your existing email system.
- This way, emails sent to **both old and new domains** reach the same mailbox.
- Users keep their existing accounts and data.
- You can start sending emails *from* the new domain gradually.
- **No disruption during transition.**

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2. Communicate and Use the New Domain Exclusively

- Over time, ask employees and contacts to use the new email addresses.
- Update your website, marketing, business cards, etc., to show new emails.

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3. When Ready, Stop Using the Old Domain Email

- After a comfortable transition period (months or a year), you can:
  - Disable the old domain alias.
  - Stop receiving emails sent to the old domain.
  - Keep or archive old emails for record-keeping.
- At this point, all emails will be sent to and received from the new domain only.

Why is domain alias the better option?

Reason	Explanation
No need to create new user accounts	Users keep their original accounts; no double management needed.
Seamless transition	Old emails still arrive; new emails can use the new domain.
Easy to retire old domain later	Just remove the domain alias when ready, no data loss.
Minimal disruption for users	Users don't have to switch mailboxes or manage forwarding.

What to avoid if you want to retire the old domain later:

- Creating entirely new user accounts on the new domain and forwarding emails from old accounts.
- This requires managing two mailboxes or migrating data later, which can be complex.

Summary

Goal	Best Choice
Smooth transition & eventual stop of old domain	Add new domain as domain alias

If you want, I can help you with exact steps for your provider — just let me know which one you're using!

👤

> give me the full steps

Absolutely — here's a **step-by-step guide** to help you:

✅ **Goal**: You have an existing email system (e.g., `@olddomain.com`) and you want to:

1. Add a new domain (`@newdomain.com`)

2. Let employees receive emails at both addresses

3. Gradually switch to the new domain

4. Eventually retire the old one

I'll show you full steps using **Google Workspace** as an example. If you're using another provider (like Microsoft 365 or Zoho), let me know and I'll adapt the steps.

✅ STEP-BY-STEP GUIDE (For Google Workspace)

🧩 PART 1: Buy the New Domain

- Register your new domain (e.g., from Google Domains, Namecheap, GoDaddy).
- Make sure you have access to manage its DNS (domain settings).

🧩 PART 2: Add New Domain as a Domain Alias

1. **Login to Google Admin Console**:
   → Go to admin.google.com

2. **Go to "Domains" Section**:
   - Admin Console > Menu > **Account** > **Domains**

3. **Click "Add a domain" or "Add a domain alias"**

4. **Choose "Add a domain alias of [your primary domain]"**
   - Enter your new domain name (e.g., `newdomain.com`)
   - Select "All users have an email alias" — this is important!

5. **Verify Domain Ownership**:

- Google will give you a verification TXT record.
- Log in to your domain registrar (e.g., GoDaddy, Namecheap).
- Add the TXT record to DNS (Google provides instructions).
- Once verified, the domain alias will become active.

🧩 PART 3: MX Records for New Domain

1. **Update MX Records** on the new domain:
   - Go to your domain registrar's DNS settings.
   - Add Google Workspace MX records:

```scss
ASPMX.L.GOOGLE.COM      (priority 1)
ALT1.ASPMX.L.GOOGLE.COM  (priority 5)
ALT2.ASPMX.L.GOOGLE.COM  (priority 5)
ALT3.ASPMX.L.GOOGLE.COM  (priority 10)
ALT4.ASPMX.L.GOOGLE.COM  (priority 10)
```

2. **Save and wait for DNS to propagate** (usually takes 15–60 mins).

🧩 PART 4: Test Email Delivery

- Now, for a user like sharath@olddomain.com, test if:
  - You can send email *to* sharath@newdomain.com.
  - It arrives in the same inbox.

✅ **Result**: One inbox, two email addresses — both work.

🧩 PART 5: Start Using New Domain for Sending Emails

1. Ask employees to start sending emails from their new domain:
   - In Gmail > Settings > Accounts > "Send mail as"
   - Add sharath@newdomain.com and verify ownership
   - Set it as default sending address
2. Update:
   - Website contact info
   - Email signatures
   - Business cards
   - CRMs / platforms / third-party tools

🧩 PART 6: Retire the Old Domain (when ready)

After 3–6 months (or however long you need):

1. Remove the old domain alias if desired:
   - Admin Console > Domains > Remove `olddomain.com`

2. Or just stop using it and let it expire later — **emails to it will stop working** if you remove it or let the domain expire.

✅ Bonus Tips

- You can **keep the old domain alias as long as you want**, even permanently.
- If you ever rename user accounts (e.g., from sharath@olddomain.com to sharath@newdomain.com), Google can do it — but **use caution** and test first.
- Use Google Groups or catch-all addresses to manage missed messages.

✅ Final Summary

Task	Tool / Action
Buy new domain	Any domain registrar
Add domain alias	Google Admin Console > Domains
Verify domain	Add TXT record via DNS
Update MX records	Point to Google servers
Start receiving emails	Happens automatically after aliasing
Send from new domain	Set in Gmail or Admin Console
Retire old domain	Optional — remove alias or let it expire

Let me know your current email platform if it's **not Google Workspace**, and I'll tailor the steps for that system!

> mine email is with microsoft

Thanks! Since you're using **Microsoft 365 (Outlook)** as your email provider, here's a **full step-by-step guide** tailored for **Microsoft 365** to help you:

✅ GOAL

- You currently use `@olddomain.com.`
- You want to add a **new domain** (e.g., `@newdomain.com`).
- Employees should **receive emails sent to both domains** (same inbox).

- Later, you'll **retire the old domain** and fully switch to the new one.

✅ STEP-BY-STEP GUIDE for MICROSOFT 365

🧩 PART 1: Buy and Verify the New Domain

1. **Buy your new domain** (e.g., from GoDaddy, Namecheap, etc.).

2. **Log in to Microsoft 365 Admin Center**:
   → https://admin.microsoft.com

3. **Go to** `Settings` > `Domains`

4. **Click "Add domain"**

5. **Enter your new domain name** (e.g., `newdomain.com`)

6. **Verify ownership**:
   - Microsoft will give you a **TXT record**.
   - Go to your domain registrar (where you bought the domain).
   - Add the TXT record to your DNS settings.
   - Come back and click **Verify**.

🧩 PART 2: Set Up DNS (MX and other records)

1. After verification, Microsoft will ask you to:
   - Set **MX records** (for email delivery)
   - And possibly **CNAME**, **TXT**, **SPF**, etc.

2. Update your domain's DNS accordingly (Microsoft provides exact values).

🧩 PART 3: Add the New Domain as an Alias for Existing Users

You now have two options:

✅ Option 1: Add New Domain as Email Alias for Existing Users

(Recommended for smooth transition)

This allows each user to have **both email addresses** (e.g., `sharath@olddomain.com` and `sharath@newdomain.com`), going to the **same inbox**.

Steps:

1. Go to **Users** > **Active Users** in Microsoft 365 Admin.

2. Click on a user (e.g., Sharath).

3. Under **Username / Aliases**, click **Manage email aliases**.

4. Click **Add Alias**, then type `sharath@newdomain.com.`

5. Save. Wait a few minutes for it to take effect.

✅ Emails sent to **either address** will now go to Sharath's Outlook inbox.

✅ Option 2: Rename Accounts (Later Step)

Once you're ready to fully move to the new domain, you can **rename** each account so the primary email becomes `sharath@newdomain.com.` The old one can stay as an alias (optional).

🧩 PART 4: Start Using New Domain for Sending

1. In **Outlook (Web or Desktop)**:

   - Users can click "From" when composing an email.

   - Choose `sharath@newdomain.com` as the sending address (if alias is active).

   - Or set it as the default sending address via Outlook settings or PowerShell.

🧩 PART 5: Update Public Info

- Change email addresses on:

  - Website

  - Email signatures

  - Business cards

  - Marketing material

  - Any external accounts/platforms

🧩 PART 6: Retire the Old Domain (When Ready)

When you've fully moved to the new domain:

1. **Rename accounts** (make new domain the primary address).

   - Old address can remain as an alias (optional).

   - Emails sent to old domain will still work.

2. Once you're sure you don't need the old domain:

   - Go to **Admin Center** > **Settings** > **Domains**

   - Remove `olddomain.com` (optional, but only if absolutely no longer needed).

⚠️ **Important**: Don't remove the old domain until you're 100% sure nothing still uses it (email, logins, services, etc.).

✅ Summary

Task	Action
Add new domain	Admin Center > Settings > Domains
Verify domain	Add TXT record in DNS
Set MX and other records	Follow Microsoft's DNS setup guide
Add new domain as alias	Manage email aliases per user
Start using new domain	Send "From" alias, update signatures
Retire old domain (optional)	Rename users, remove old domain

If you'd like, I can generate **PowerShell scripts** or **bulk alias instructions** to do this for many users at once — just say the word.

👤

> and the old mails wont go right it will be there right??

Great question — and yes, you're absolutely right to clarify this.

✅ Will old emails be lost if I switch to the new domain?

NO, your old emails **will not be lost.** Here's exactly how it works:

🎯 If You Use Aliases (Recommended Approach):

- You **do NOT change the user account** — you're just adding a second email address (alias) to it.
- So:
  - All emails from the past (sent to `sharath@olddomain.com`) stay in the mailbox.
  - All new emails sent to either `sharath@olddomain.com` or `sharath@newdomain.com` arrive in the **same inbox**.
  - No data is moved, deleted, or changed.

✅ **Result:** One mailbox, multiple addresses, nothing lost.

🎯 If You Later Rename the User (change primary address):

- Microsoft lets you **rename** the user (e.g., from `sharath@olddomain.com` to `sharath@newdomain.com`).
- When you do this:
  - The mailbox stays the same.
  - All old emails stay right there.
  - The old address can remain as an alias so people who email `@olddomain.com` still reach you.

✅ **Still nothing lost** — only the primary login/address changes.

🚫 **You'll lose email only if:**

- You **delete the user account entirely** — which you're not doing.
- Or you **remove the old domain completely before** making sure no one uses it or before renaming users and keeping aliases.

✅ Final Answer:

> **Yes — all old emails will remain in the users' inboxes. Switching to a new domain or alias does NOT delete or remove existing email.**

Let me know if you want step-by-step help for **renaming accounts** in Microsoft 365 or **bulk alias setup**.