

## SETTING UP A BUSINESS EMAIL

A business email address is an email address linked to your company's domain name (for example [yourname@yoursite.com](mailto:yourname@yoursite.com) ). Opting for a business email address instead of a personal one boosts trust, credibility and brand image.

In fact, a professional email is a must-have for businesses of all sizes and it comes with a number of benefits from credibility to security.

Here's how to create a business email address with zoho.com:

### 1. Choose an email domain

Name it's the parts of an email address that comes after the @ symbol like [john.doe@yourdomainname.com](mailto:john.doe@yourdomainname.com). But you don't have to use .com always you can also use .edu, .org, .gov, .co, .co.uk etc...

### 2. Find a domain host

A domain host is a company that responsible for ensuring your email stays online, works properly, and keeps a record of its messages and file like zoho.com, Godaddy.com , namecheap.com etc...

### 3. Check if your desired email domain name is available

You can use [@yourcompanyname.com](mailto:@yourcompanyname.com) , But before making any plans, it's essential to check if someone has already taken that domain. You can do a domain name search to find out.

**Notice:** We using zoho.com for free host for our email address with our purchase domain name, just follow the steps below.

1. Go to **zoho.com**
2. On your right hand corner under **Featured App** select **Mail**
3. on the top click on **Pricing**
4. scroll down till you find the **Forever Free Plan** package and click on **Signup Now**
5. fill in the registration form



## Sign up for Zoho Mail

Glad to have you on board! Create your email account with Zoho now.

Name

Email Address / Mobile Number

Password

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#).

☐ I would like to receive marketing communication from Zoho and Zoho's regional partners for future product updates, services and events.

SIGN UP

6. In the **Email Address/Mobile Number** bar is where they can send your verification code to sign up on **zoho.com**
7. Click on **I agree to the Terms of Services and Privacy Policy** box
8. Then click on **Sign Up**
9. Enter the **Verification Code /OTP** they sent you by **Email/Phone Number**, if you didn't find the Verification code in your **Inbox** check in your **Spam Folder**.



## Verify your sign-up

Enter the OTP sent to your email address.

Change

Enter OTP

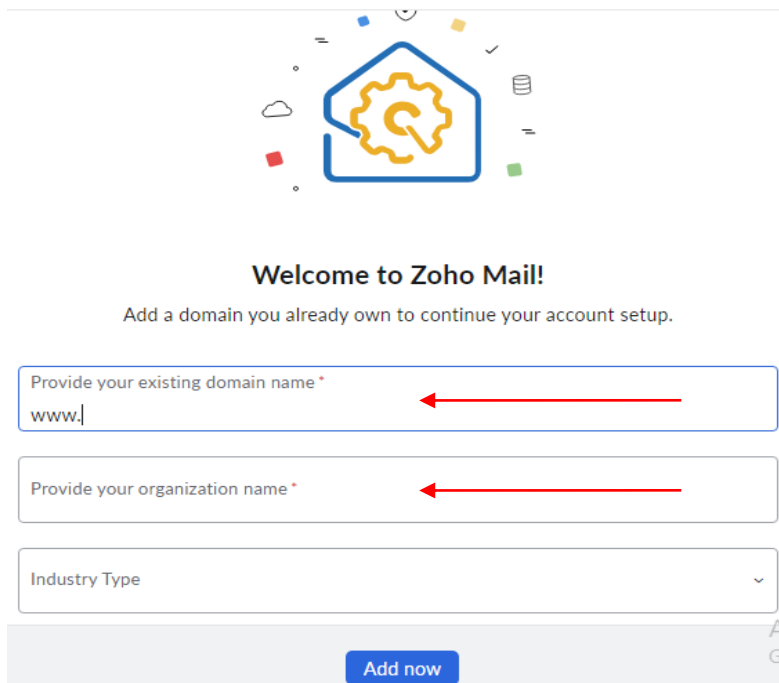
[Resend OTP](#)

VERIFY

10. Click on **verify**

## Setting up our Domain Name

11. Enter your **Domain name (yourname.com)** and provide your **Organisation Name**



The screenshot shows the Zoho Mail setup interface. At the top, there is a decorative graphic with a house icon containing a gear. Below this, the text "Welcome to Zoho Mail!" is displayed, followed by the instruction "Add a domain you already own to continue your account setup." There are three input fields: "Provide your existing domain name \*" with a red arrow pointing to it, "Provide your organization name \*" with a red arrow pointing to it, and "Industry Type" with a dropdown arrow. At the bottom, there is a blue button labeled "Add now".

12. Select your **Industry Type** and click **Add Now**

13. Now you need to verify to **zoho.com** that you own that **Domain Name (yourname.com)** through the domain host you choose webpage by clicking on **Proceed To Domain Verification**



**Congratulations! Your domain 'LAB4TECK.COM' added successfully**

You need to prove that you own this domain

[Proceed to domain verification](#)


14. Login to the **DNS** provider where your domain's **name server** is pointed.

15. Now, add a new TXT record, and paste the below TXT value into the DNS configuration.



1. Login to the DNS provider where your domain's **name server** is pointed.

2. Now, add a new TXT record, and paste the below TXT value into the DNS configuration. Click [here](#) for detailed instructions.

TXT Name / Host	TXT Value / Content
@ (or) Leave it blank	zoho-verification=zb00943299.zmverify.zoho.eu 

3. You may have to wait for 30 minutes to 1 day for this change to propagate, depending on the TTL value that you've entered.

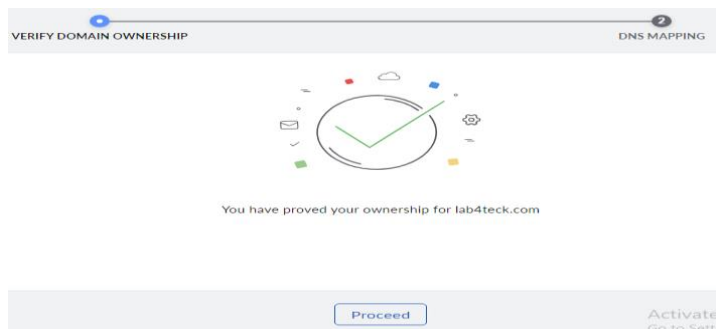
4. Finally, come back to this page and click on the below button to complete the domain verification process.

Verify TXT Record

Share Instructions

16. Then click on **Verify TXT Record**, it might take so time to verify depending on your Domain host








17. You will have this page below



18. Click on **Proceed**

19. We have identified that your domain manager is '**GoDaddy**'. [Login](#) to your '**GoDaddy**' DNS account.

20. Now, add the below records into the DNS settings page.

	Record Type	Host ?	Value	Priority	Status
MX ?	MX	@	mx.zoho.eu 	10	
	MX	@	mx2.zoho.eu 	20	
	MX	@	mx3.zoho.eu 	50	
SPF ?	TXT	@	v=spf1 include:zohomail.eu ~all 	-	
DKIM ?	TXT	zmail_domainkey 	v=DKIM1; k=rsa; p=MIGfMA0GCSqGSIb3DQEBAQUAA4GNA DCBiQKBgQCaARo8hul4COKlrT9ElcXmskAOY7eCS0pqqWbw sBDAFY0vH5+KZV+ZwCqu9VeKjmvFidRZstLHIM3x318RfTr/i n2VrsuCKjFXiPdQUyS7Hw8panReXI9nwlgaSwPsoAkJXA2w 7JEqowuNDFIAHBDXYGteOdcTuVwCX8khFFvnwIDAQAB 	-	

21. Click on **Verify All Records**; it might take some time to verify depending to your Domain host provider.

### Information

The DNS records may take a while (depending on the TTL) to get propagated and reflect in your domain. You can sit back and relax, or proceed with hosting setup to explore our Admin Console.

Ok

22. Domain Name successfully **Completed**

Domain Name	Status
★ lab4teck.com	🟢 Completed


Create a user:

23. On your left hand corner click on Users

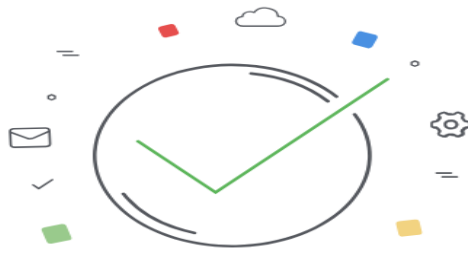
24. Click on **Add**

+ Add  Invitees |  Import ▾ |  Export ▾ |




25. Filling user information below

First Name * I	Last Name 
Username * info @ lab4teck.com ▾	
New password * 	Auto-generate 
<input type="checkbox"/> Send credentials via email (?)	
<input checked="" type="checkbox"/> Force user to change password on first log in (?)	

26. Click on **Add** to create user



**User created successfully**

User Credentials	
Email Address	: info@lab4teck.com 
Password	: *****  

27. Click on **Done**

Gain Access to your Zoho mail

- Download **Zoho Mail** App on your Phone or Tablets to be able to access your mail, write and send email.
- As an Admin you can download the **Zoho mail Admin App** also on your mobile devices.
- To access your Zoho mail on Desktop and Laptop online you can go to **mail.zoho.com**