1. Specify Administrator Email id:

(One user who should have admin privileges)

2. User List / Email ids to be created:

(Format Fist name, Last name, and Password )

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Username** | **Password** |
|  |  |  |  |

3. DNS (Domain/ Hosting) Panel login details to update Google MX / TXT and SPF records :

(Tips: -Check Name service http://mxtoolbox.com/DNSCheck.aspx and share the control panel accordingly)

4. Mail Service activation (Google Mail Service) Date and Time

**Immediately**

**Billing:**

**Contact Person :**

**Contact No** :   
 **Email id :**