

## G Suite Basic or G Suite Business - Setup Instructions

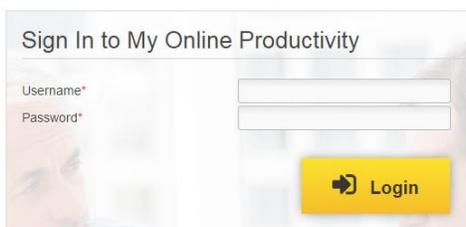
Follow the step by step instructions below to set up your G Suite Basic or G Suite Business service.

### How to sign in to My Online Productivity account

Go to your [My Online Productivity account](#) and then enter the username and password that you received to access your account.

**Note:** You have received your username by email and you have been provided with a temporary password by a customer service representative. You will be asked to change this temporary password.

If this is your first sign in, you will have to accept the terms and conditions.



Sign In to My Online Productivity

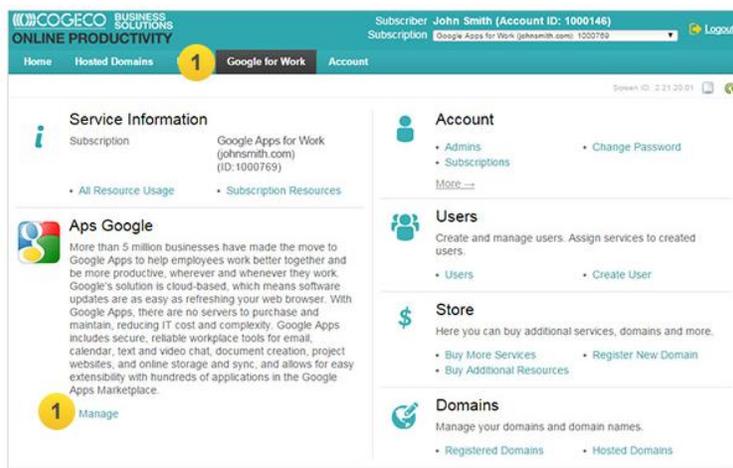
Username\*

Password\*

 Login

Once you are logged into My Online Productivity select your G Suite subscription from the drop down list.

1) Click the “G Suite” tab or the “Manage” button below the “G Suite” section on the left.



The screenshot shows the 'My Online Productivity' dashboard for a user named John Smith (Account ID: 1000146). The dashboard is divided into several sections:

- Service Information:** Shows the subscription as 'Google Apps for Work (johnsmith.com) (ID: 1000769)'. It includes links for 'All Resource Usage' and 'Subscription Resources'.
- Account:** Includes links for 'Admins', 'Subscriptions', and 'Change Password'. A 'More -->' link is also present.
- Users:** Includes a link for 'Create User'.
- Store:** Includes links for 'Buy More Services', 'Buy Additional Resources', and 'Register New Domain'.
- Domains:** Includes links for 'Registered Domains' and 'Hosted Domains'.

On the left side, there is a 'Manage' button with a yellow '1' icon, indicating a step in a process.

## How to add a domain to your G Suite service.

**Note:** In order to finish provisioning and use G Suite, you must associate a domain to your Google account.

You have three options to associate a domain to your Google account:

1. **Domain managed by Cogeco.** Choose this option if the domain is among those managed by Cogeco. This domain should have already been added and be listed in your My Online Productivity.
2. **External domain.** Choose this option if the domain is hosted elsewhere and managed by you.
3. **Transfer Google domain.** Choose this option if the domain exists and is managed by another reseller in Google. Here you will need to input the name and token provided by Google.

**Note:** In the next steps you will learn how to add an external domain (option 2) as an example.

COGECO BUSINESS SOLUTIONS ONLINE PRODUCTIVITY

Subscriber John Smith (Account ID: 1000146)  
Subscription Google Apps for Work (johnsmith.com) 1000769 Logout

Home Hosted Domains Users Google for Work Account

Home > Google

Screen ID: info-let

**Status**

In order to finish provisioning, you must to associate a domain name to your Google Account

**Options**

Domain managed by Cogeco. Choose this option if the domain is one of your domains managed by Cogeco.

External domain. Choose this option if the domain is managed by another platform.

Transfer Google domain. Choose this option if the domain exists and is managed by another reseller in Google.

Login Username: JohnSmith  
Enter the name that will be the google admin user.

Domain Name \*: johnsmith.com

Submit Cancel

## How to add an external domain

- 1) Select the “External domain” option and input your “Login Username” as well as the name of the external domain you want to associate with Google for Work™.
- 2) Click on “Submit”.

COGECO BUSINESS SOLUTIONS  
ONLINE PRODUCTIVITY

Subscriber: John Smith (Account ID: 1000146)  
Subscription: Google Apps for Work (johnsmith.com): 1000760 Logout

Home Hosted Domains Users **Google for Work** Account

Home > Screen ID: info@id

### Google

**Status**

In order to finish provisioning, you must to associate a domain name to your Google Account.

**Options**

- Domain managed by Cogeco. Choose this option if the domain is one of your domains managed by Cogeco.
- External domain.** Choose this option if the domain is managed by another platform.
- Transfer Google domain. Choose this option if the domain exists and is managed by another reseller in Google.

Login Username:

Domain Name \*:

Enter the name that will be the google admin user.

Submit **2** Cancel

## How to configure your G Suite service in the G Suite Basic or G Suite Business Dashboard

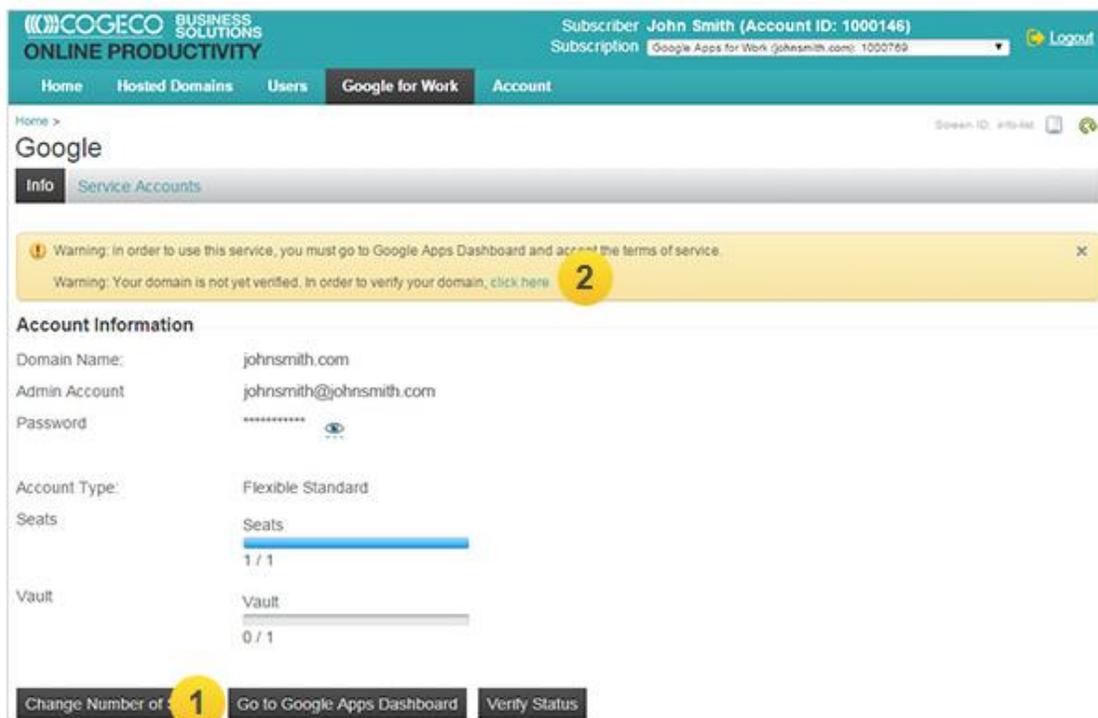
The G Suite Basic or G Suite Business Dashboard is where you will configure and manage your G Suite service.

Your administrator user was created during the last steps. Please take note of the administrator credentials for the G Suite Basic or G Suite Business Dashboard:

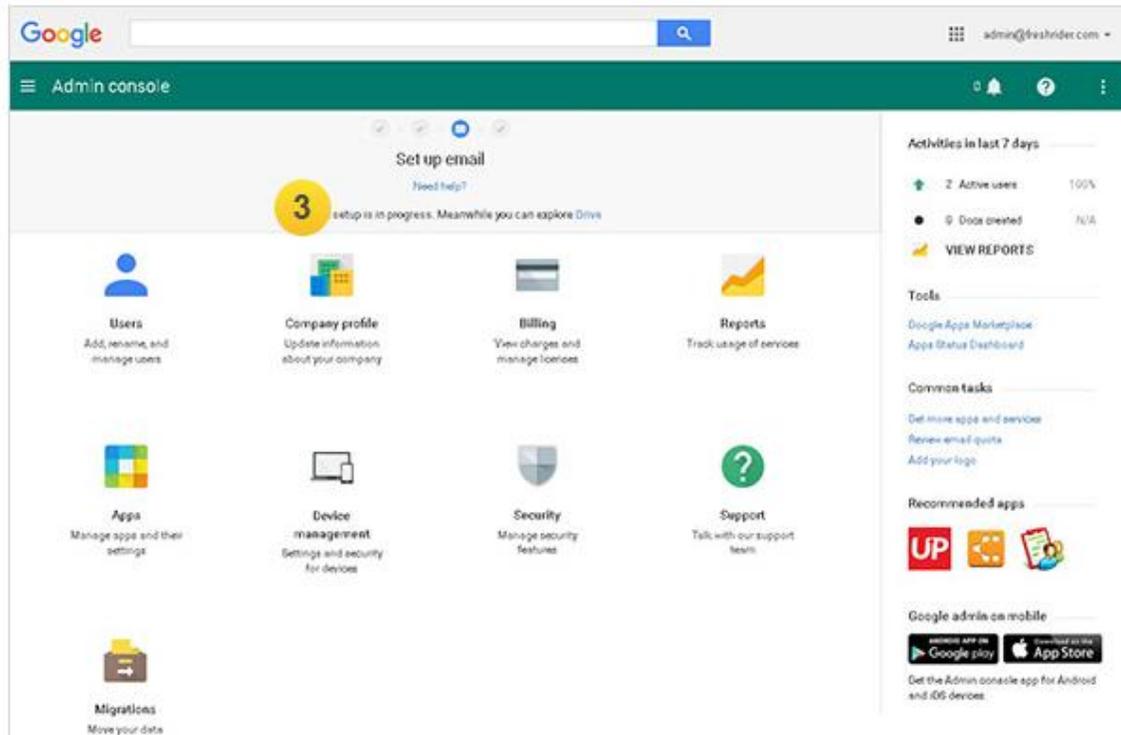
- The “Administrator account” username
- The “Password” (click on the icône to see it)

1) Access the Dashboard by clicking “Go to G Suite Basic Dashboard” or “Go to G Suite Business Dashboard”.

2) The Dashboard will open in a separate tab of your browser. First, you have to accept the Google Terms of Service and the Reseller Agreement.



3) Now you can begin the configuration of G Suite account. Click on the “Start Setup” button and start with the verification of your domain.



4) Follow the instructions on the screen and provide the requested information, then click on “Verify”. Once the verifications successfully completed, a confirmation screen will be displayed.

**Note:** The domain administrator for the external domain that is being verified must add the necessary DNS entries in order to confirm ownership of the domain. In the example above, a TXT record was added in the external domain registrar to validate ownership. Once added, click on “Verify”.

## How to add new users in the G Suite Basic or G Suite Business Dashboard

- 1) Now you will need to create accounts for your team. Click on the blue “Next” button to continue or select the “Users” option.
- 2) Select one of the “Add User/Add Multiple Users/Invite Users” options.
- 3) Enter the new user information and click on “Create”. Once the user creation successfully completed, a confirmation screen will be displayed.

## How to route your domain email to G Suite Basic or G Suite Business

**1)** To route your email through G Suite you must now set up Gmail for your domain. Simply follow the instructions of the G Suite Basic or G Suite Business Setup Wizard on the screen.

**Note:** You can choose to route your email to Google's email servers directly or indirectly through an external email server. It is recommended to keep the default option to use Google servers. Then click on "Next".

**2)** The detailed instructions for various domain hosts will be displayed in order to redirect your domain MX records. Once done, please confirm by clicking on "Next".

**3)** The details of the required MX records will be displayed. The domain administrator will need to adjust these DNS records in order to proceed. Once done, please confirm by clicking on "Next".

**4)** Once the domain administrator has made the necessary changes, click on "Next" to validate the entries.

**5)** Set your preferences for mobile access if necessary.

**6)** Extend and customize your Apps if necessary. Then click on "Next".

**7)** Google offers training and support documentation that you can consult during the setup process.

**8)** Finish by clicking on "Close Set Up". You are now ready to start using G Suite.

## How to add new licenses

- 1) Access the G Suite Basic or G Suite Business Dashboard and select “Change Number of Seats”.
- 2) Indicate the number of seats (licenses) that you want to add by moving the arrow to the right or by directly inputting the number in the entry field.
- 3) Click on “Submit”.

The screenshot displays the G Suite Admin console interface for managing seats. At the top, the user is identified as John Smith (Account ID: 1000146) with a subscription for Google Apps for Work. The navigation menu includes Home, Hosted Domains, Users, Google for Work, and Account. The main content area is titled 'Seats' and shows the 'Modify Number of Seats' section for the domain johnsmith.com. The account type is 'Flexible Standard'. The current number of seats is 300, and the slider control is set to 12 seats. The 'Submit' button is highlighted with a yellow circle and the number 3, indicating the final step in the process.

- 4) Please accept the Terms and Conditions then validate and complete your order by clicking on “Place Order”.

COGECO BUSINESS SOLUTIONS ONLINE PRODUCTIVITY

Subscriber John Smith (Account ID: 1000146)  
Subscription Google Drive for Work (johsmith.com/1000128) Logout

Home Hosted Domains Users Google for Work Account

Home > Terms And Conditions Screen ID: 01.12.01

1 2 3  
Terms and Conditions Confirm Order Track Status

Here you can review your order and select payment method.

**Order Information**

Total Before Taxes	17.50 CAD
Tax Total	0.00 CAD
Total	17.50 CAD
Comments	Upgrade/Downgrade of Resources for Subscription #1000806.

**Order Details**

ID	SKU	Description	Detail Type	Quantity	Duration	Unit Price	Discount Amount	Extended Price
1	GOOGLE-APPS	Google for Work - Additional Users Recurring	Resource Recurring	5.00 unit	0.70 month(s)	5.00 CAD	0.00 CAD	17.50 CAD

**Payment Information**

Payment Method \*

\*Required fields