

# Google Workspace Checklist



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# Setting Up Google Workspace Checklist

- Choose your Google Workspace edition
- Install Chrome Browser
- Sign into your Google Workspace Account Admin dashboard
- Create Chrome browser profiles for the different accounts (personal /work)
- Set up your Gmail Inbox, bookmarks, and shortcuts
  - Set up your email signature
  - Add Google Chat to your inbox
  - Set email notifications
  - Compose messages in a new window
  - Delete or archive emails you don't need
  - Add labels to organize email
  - Save attachments
- Set up Calendar, bookmarks, and shortcuts
  - Set up Calendar notifications
  - Set your work hours
  - Add co-workers calendars
  - Create calendar events
  - Set your meeting times
- Manage your account
  - Add your business logo
  - Set up 2-step verification

- Manage your billing and payment details
  - Change your profile or email name
- Add accounts for all employees/contractors
- Add your domains
- Add another user as an administrator
- Organize your contacts
- Create a group mailing list
- Set up file permissions for your team
- Work with online documents
- Work with Cloud storage
- Grow your business
- Build your website
  - Increase website traffic with Google Ads Smart campaigns
  - Improve website performance with Google analytics
  - Add Drive and email storage
- Train your users



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**Recommend Resource:**

[The Inner Profit Circle](#) – the best coaching and tools to build your own business and make money online. Check it out today!