Business Email Setup

www.ccwebsitedesign.com

Inclusions

$82.00

Setup of your professional business email address
This includes purchasing the email plan via your Wix account for a monthly or yearly plan

Entering your details and new email
example: contact@yournewemail.com
Verifying your domain via TXT records in G-Suite
Adding your business details & logo to G-suite
Complete G-suite setup to activate the use of Gmail
Testing of incoming and outgoing emails
Adding a professional automatic signature
Adding your profile photo or logo
Connecting your new email to Wix Inbox
Forward your emails to personal
Provide instructions to use on your phone

Please note any .com.au domains are an additional $40 to setup due to further work being required

Get Started

$82.00

To get started get in touch confirming you would like to hire us for your business email setup

info@ccwebsitedesign.com | 0434 277 849 | 07 3558 0154

You will be sent your client portal password via email
Once logged in, you will find your invoice to complete your payment. The invoice will take you to a checkout where you can pay via any credit/debit card
You will also find your intake form to complete
We have provided a copy of what it will look like below

Once these steps are completed we can get to work asap and have you looking more professional in no time!

Intake form

Business Email Intake Form

Full Name *

Date of birth *

Best Contact Number *

Current email address *

Business name *

New Business Email Required *

The preferred password used for your new email address

Wix Login Username *

Wix Login Password *

Password

Please specify your preferred email signature

Would you like to purchase a monthly $10.50 or yearly $112 plan * Monthly Yearly

Do you need help accessing your new business email via the Gmail App on a mobile device or computer?

Yes No

Logo

Please upload your business logo, profile photo, and or email signature to be added in the le uploader below

or drag les here to upload

Please provide any additional information