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Usage Guidelines for Best Practices

Visit: <https://Gmail.com> for all official mail communications

- Avoid sharing passwords with anyone
- Enable 2-Step Verification (if not enabled)
- Use labels and filters to organize emails
- Regularly clean inbox and spam folder
- Google Docs, Sheets & Slides
- Use for real-time collaboration
- Avoid downloading multiple versions — work on the same file
- Use “Comments” for internal communication

Google Drive (File Storage & Sharing)

- Store all important files in Google Drive
- Use folders to organize documents
- Share files using: Viewer (read only), Commenter, Editor (full access)
- Avoid sharing sensitive files publicly
- Google Chat
- Use for internal team communication
- Create spaces for departments/projects
- Avoid sharing confidential data in public chats

Google Meet (Online Meetings)

- Schedule meetings using Google Calendar
- Share meeting links securely
- Mute mic when not speaking
- Record meetings only when necessary
- Security Recommendations
- Always log out from shared/public computers
- Do not click suspicious email links
- Report phishing or unusual emails immediately
- Keep strong passwords (minimum 8–12 characters)

Setup Your Email on Desktop/Laptop (for Outlook)

Preferred Method:

Download Google Workspace Sync for Microsoft Outlook

<https://tools.google.com/dlpage/gssmo/>

Install and open the tool.

Enter your Google Workspace email ID

Sign in via browser (OAuth login)

Choose what to sync: Mail, Contacts, Calendar

Click Create Profile

Open Outlook → your account will be ready

Alternative Method:

IMAP Setup (Works for Outlook, Thunderbird, etc.)

Use this if you do not want to install GWSMO or are using another client like Mozilla Thunderbird.

Step 1: Enable IMAP in Gmail

1. Login to Gmail (browser)
2. Go to: Settings → See all settings → Forwarding and POP/IMAP
3. Enable: IMAP Access
4. Save changes

Step 2: Important:

1. Use App Password (if 2FA enabled)
2. If your account has 2-step verification:
3. Go to Google Account → Security
4. Open App Passwords
5. Generate password for:
6. App: Mail
7. Device: Windows Computer
8. Use this password instead of your normal password.

Setup in Outlook (Manual IMAP)

1. Open Outlook
2. Go to File → Add Account
3. Enter email → Click Advanced Options
4. Select: Let me set up manually
5. Choose: IMAP
6. Enter server details (above)
7. Enter App Password
8. Finish setup

Other Email Clients - You can use same IMAP settings in:

- Mozilla Thunderbird
- Apple Mail
- eM Client

Server Settings

- Incoming Mail (IMAP) Server: imap.gmail.com Port: 993 Encryption: SSL/TLS Username: your full email Password: App Password (important)	- Outgoing Mail (SMTP) Server: smtp.gmail.com Port: 587 Encryption: STARTTLS Authentication: Required
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Common Issues & Fixes

- ✗ Login failed → Use App Password (not normal password)
- ✗ Sync issues → Prefer GWSMO for Outlook
- ✗ Admin restriction → Ask your Google Workspace admin to allow IMAP

Setup Your Email on Mobiles

Option 1 - App: Download Gmail app

1. Install/open Gmail app
2. Tap Profile icon (top right)
3. Tap Add another account
4. Choose: Google
5. Enter your Workspace email
6. Complete sign-in (browser opens)
7. Allow permissions

Option 2 - Outlook App Steps

1. Install/open Outlook app
2. Tap Add Account
3. Enter email → Continue
4. Choose: Google (if prompted)
5. Sign in via browser
6. Grant permissions

Alternative: Use Default Mail Apps

iPhone / iPad (Apple Mail) App: Apple Mail - Steps:

1. Go to Settings
2. Tap Mail → Accounts → Add Account
3. Select: Google
4. Sign in with your Workspace email
5. Enable: Mail, Contacts, Calendar
6. Save

Mobiles Setup: Manual Setup (IMAP – Advanced)

Use this only if automatic setup fails.

Incoming (IMAP)	Outgoing (SMTP)
Server: imap.gmail.com	Server: smtp.gmail.com
Port: 993	Port: 587
Security: SSL	Security: STARTTLS

Login Username: full email

Password: App Password (if 2FA enabled)

App Password (Important)

If login fails:

Go to Google Account → Security → Enable 2-Step

Verification → Generate App Password and Use it in mobile email apps

Account Handover Guidelines

WHILE YOU HANDOVER THIS ACCOUNT TO OTHER PERSON/IN-CHARGE

<p>1. Change Password Immediately: Ask the new user to change it again after first login</p>	<p>2. Revoke Old Access Remove previous user's access from</p> <ol style="list-style-type: none"> 1. Logged-in devices (Sign out from all sessions) 2. Connected apps & third-party tools 3. Check: Google Account → Security → Your Devices
<p>3. Update Recovery Information Change: Recovery email, Recovery phone number, ensure only the new in-charge has control</p>	<p>4. Enable Security Settings</p> <ol style="list-style-type: none"> 1. Turn ON 2-Step Verification 2. Set up: Authenticator app OR phone verification 3. (Optional) Generate backup codes
<p>5. Review Email & Data Access</p> <ol style="list-style-type: none"> 1. Check: 2. Email forwarding rules 3. Filters & blocked addresses 4. Delegated access (if any) 5. Remove anything linked to previous user 	<p>6. Update Email Client Access</p> <ol style="list-style-type: none"> 1. Reconfigure account on: 2. Microsoft Outlook 3. Gmail or Microsoft Outlook 4. Update passwords / App Passwords <p>7. Verify Shared Resources</p> <ol style="list-style-type: none"> 1. Confirm access to: 2. Google Drive files & folders 3. Shared calendars 4. Google Meet / Chat history (if relevant)