

Email Migration to Google Workspace

A client-friendly guide to the Odinma Email Migration Process for moving from POP, legacy hosting or Outlook workarounds to Google Workspace Gmail.

What this service does

Odinma moves your domain email into Google Workspace so you can use Gmail reliably across web, desktop and mobile devices. The service is designed for small organisations that want a controlled, low-stress migration.

- Google Workspace setup and domain verification
- Migration of existing email where required
- MX record switch to Google mail servers
- SPF, DKIM and DMARC configuration
- Testing and clear handover

The migration journey

- Intake - you provide domain and email details
- Access - temporary or guided access is arranged
- Setup - Google Workspace is prepared
- Migration - old emails are moved where required
- Switch-over - MX records are changed
- Testing - send, receive and device checks are completed
- Handover - you receive simple instructions

What Odinma needs from you

A domain name, access to the domain/DNS provider, Google Workspace admin access or screen-share time, existing mailbox access if historic email needs to be moved, and a preferred migration window.

Expected timeline

Most simple migrations are completed within 1-2 working days once access is available. Larger mailboxes, multiple users or unclear DNS ownership may require extra time.