

Email Migration Handover

Post-migration notes for clients after Odinma has completed the Google Workspace email setup.

Your email is now set up

You should now access your business email through Gmail at <https://mail.google.com> using your full business email address.

Mobile and device access

- Install the Gmail app on iPhone or Android
- Sign in using your business email address
- Use the Google Workspace password supplied or reset by you
- Remove old POP or Outlook-only settings if they are no longer needed

What was typically changed

- MX records point email delivery to Google
- SPF record authorises Google to send email for your domain
- DKIM signs outgoing mail where enabled
- DMARC gives receiving servers a policy for unauthorised mail
- Existing mail was migrated where requested

Important security actions

- Change any temporary passwords
- Remove Odinma temporary admin access if not already removed
- Enable two-step verification
- Keep recovery details current
- Contact Odinma if you see any delivery errors

Support information

If you need support after migration, provide the sender address, recipient address, time of issue and any error message. This helps diagnose delivery problems quickly.