HAT MASTERS

OS · PRO MEMBER GUIDE

Google Workspace Email Setup

Get you@yourdomain.com working with the domain you bought in Hat Masters OS.

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> **How it works:** You bought your domain in Hat Masters OS, so that's where its settings (called DNS records) live. Google gives you a few short codes. You paste each one into Hat Masters OS. That proves to Google you own the domain and sends your email to Gmail.

You add five records, all in one screen in Hat Masters OS:

RECORD	WHAT IT DOES	NEEDED?
TXT (verification)	Proves to Google you own the domain	Yes
MX	Delivers email sent to you@yourdomain.com into Gmail	Yes
TXT (SPF)	Tells inboxes Google is allowed to send your email	Yes, stops spam folder
TXT (DKIM)	Adds a digital signature to your email	Yes, stops spam folder
TXT (DMARC)	Tells inboxes what to do with fake email using your name	Recommended

> **Your email doesn't "connect" to your website.** Your website and your email share the same domain, but they run separately. Adding these records doesn't touch your website. Once email works, you just put your address on your site (Section 4).

1 Before you start

Do this on a computer with two browser tabs open side by side. You'll copy from one and paste into the other.

TAB	WHERE	SIGN IN AS
1 — Google	admin.google.com	The Google Workspace account you signed up with
2 — Hat Masters OS	Settings → Domains → Purchased Domains → your domain → **Configure**	Your Hat Masters OS login

In Tab 2, the **Configure** button appears once your domain shows **Active**. On that page, every record is added with the **Add Record** button: choose the **Type**, fill in **Name** and **Value**, leave **TTL** on the default, and click **Save**.

> **Don't touch the records already there.**
>
> They keep your website running. You only add new ones, plus remove old MX records in Step 2.

2 Step-by-step setup

Step 1 — Verify you own the domain (TXT)

In Google (Tab 1):

1. Go to **Menu** → **Account** → **Domains** → **Manage domains**. (Just signed up? Google's setup screens walk you to the same place.)
2. Click **Verify domain** next to your domain, then **Get started**.
3. For your domain host, choose **My domain uses a different host**, then **Continue**.
4. Copy the TXT value. It starts with **google-site-verification=**. Copy the whole thing.

In Hat Masters OS (Tab 2): click **Add Record** and enter:

TYPE	NAME	VALUE
TXT	`@`	`google-site-verification=…` (paste the whole code)

Click **Save**. Back in Google, click **Confirm** (or **Verify**). If it says it can't find the record yet, wait an hour and try again. It can take up to 72 hours. Leave this record in place for good.

Step 2 — Turn on Gmail (MX)

In Hat Masters OS: look at your current records. If any **MX** records already exist with Name @, delete them. Google's instructions say old MX records can stop your email working.

Then click **Add Record**:

TYPE	NAME	PRIORITY	VALUE
MX	`@`	1	`smtp.google.com`

Click **Save**. **In Google:** go to **Menu** → **Account** → **Domains** → **Manage domains** and click **Activate Gmail**. Follow the prompts.

Step 3 — Stop the spam folder (SPF)

First, check your records for a **TXT** record with Name @ whose value starts with **v=spf1**.

None there: click **Add Record**:

TYPE	NAME	VALUE
TXT	@	v=spf1 include:_spf.google.com ~all

One already there: don't add a second one. Edit it and add **include:_spf.google.com** just before the **~all** at the end. Two SPF records break both.

Step 4 — Sign your email (DKIM)

Wait 24 to 72 hours after Step 2. Google won't give you this code until Gmail has been on for a day or more.

In Google:

1. Go to **Menu → Apps → Google Workspace → Gmail → Authenticate email**.
2. Pick your domain and click **Generate New Record**.
3. Choose **2048** bits and leave the prefix as **google**. Click **Generate**.
4. Copy the long value that starts with **v=DKIM1**.

In Hat Masters OS: click **Add Record**:

TYPE	NAME	VALUE
TXT	google._domainkey	v=DKIM1; k=rsa; p=… (paste the whole value)

Click **Save**. Back in Google, click **Start authentication**. It can take up to 48 hours to show "Authenticating email with DKIM."

Step 5 — Protect your name (DMARC)

Wait 48 hours after Steps 3 and 4. Then click **Add Record**:

TYPE	NAME	VALUE
TXT	_dmarc	v=DMARC1; p=none; rua=mailto:you@yourdomain.com

Replace **you@yourdomain.com** with your new email. **p=none** means "watch only," so nothing gets blocked. Google sends you reports about who's sending email as your domain.

3 Test it

Most changes work within an hour. Google allows up to 72 hours, so don't panic if it's slow.

1. Sign in to Gmail at mail.google.com with your new address.
2. From a personal email (like a regular Gmail), send a message **to** your new address. It should arrive.
3. Reply from your new address. Check that it lands in the inbox, not spam.

4. Optional: Google's free Check MX tool (toolbox.googleapps.com/apps/checkmx) checks your records for you.

4 Put your email to work

Step 6 — Update your Hat Masters OS profile email (required)

Hat Masters OS sends your emails and invoices from the email on your user profile. Switch it to your new address so they come from your business.

1. Go to **Settings → My Profile**.
2. Under **Personal Data**, change **Email** to your new address (for example, cheri@huneehats.com).
3. Click **Save**.
4. Send yourself a test email or invoice from Hat Masters OS and check it arrives from your new address.

Then add it everywhere else

WHERE	HOW
Your website	Edit your site's contact section or footer and type in your new address.
Your business details	Settings → Business Profile → update the business email → Save.
Your Hat Masters OS inbox (optional)	Settings → My Profile → Email (2-way sync) → choose Gmail → Connect → sign in with your new address and accept. Your Gmail then syncs with Conversations, both ways.

5 Troubleshooting

PROBLEM	FIX
Google says it can't verify the domain	Check the TXT value was pasted whole, starting with google-site-verification=, with Name @. Wait an hour, then click Confirm again.
No Configure button in Hat Masters OS	Your domain is still setting up. Wait until it shows Active.
Email sent to me never arrives	Check there's only one MX record (smtp.google.com) and that Gmail is activated in Google. Allow up to 72 hours.
My emails land in spam	SPF or DKIM is missing. Finish Steps 3 and 4, and make sure you clicked Start authentication.
"DKIM record was not created" in Google	Gmail hasn't been on long enough. Wait 24 to 72 hours after Step 2 and generate it again.
Website stopped working	An existing record was changed or deleted. Only MX records should ever be removed. Contact Hat Masters OS support.

FAQ

Do I need to buy anything else?
No. You need your domain (already bought) and a paid Google Workspace plan.

Will this change my website?
No. These records only affect email.

What if a field says "Host" instead of "Name"?
Same thing. Use @ for your main domain.

Does this change the emails Hat Masters OS sends for me (campaigns, receipts)?
Usually no. Those normally send from a separate subdomain, like mg.yourdomain.com, which these records don't touch. If your sending domain is set up on your main domain instead, ask support before Step 2.

✓ Final checklist

- [ ] Domain verified in Google (TXT)
- [ ] Only one MX record: smtp.google.com, priority 1
- [ ] Gmail activated in Google
- [ ] One SPF record that includes _spf.google.com
- [ ] DKIM added and Start authentication clicked
- [ ] DMARC added
- [ ] Test email sent and received
- [ ] Profile email in Hat Masters OS updated to the new address
- [ ] New email added to website and Business Profile