

## Professional Email Address Creation Checklist

### 1. Choose a Unique Domain Name:

- ★ Reflects your brand identity.
- ★ Consider incorporating your company name.
- ★ Maintain consistency with your organization's brand name.

### 2. Select an Email Hosting Provider:

- ★ Opt for reliable providers such as Google Workspace, Microsoft 365, FastMail, ProtonMail, or Zoho Mail.
- ★ Explore the supplementary functionalities provided by your selected email service platform.

### 3. Sign Up for an Account:

- ★ Provide basic information: name, company details, payment if required.

### 4. Format Your Email Address:

- ★ Use Your Real Name
- ★ Follow a professional format (e.g., `firstname.lastname@domain.com`).
- ★ Avoid nicknames for a formal touch.
- ★ Opt for combinations that are easy to pronounce for verbal clarity.
- ★ Refrain from including your current company position in the email address.
- ★ Use numbers judiciously to prevent triggering spam filters.

### 5. Integrate with Other Tools:

- ★ Integrate with productivity tools, calendar apps, and project management platforms if needed.

### 6. Test Your Email Setup:

- ★ Send test emails to ensure smooth functionality.
- ★ Check for sending, receiving, and accessing emails.

## 7. Update Your Email Signature:

- ★ Integrate your name, job title, company, and contact particulars to bolster authenticity.
- ★ Ensure your email signature remains current, reflecting any updates to your professional details.

## 8. Verify Accessibility on Mobile:

- ★ Ensure your professional email is accessible on mobile devices.

## 9. Security Considerations:

- ★ Choose a strong and reliable password during the setup.
- ★ Consider additional security features like two-factor authentication.
- ★ Periodically review and update security settings for your professional email account.

## 10. Keep Professionalism in Mind:

- ★ Uphold professionalism throughout your email address setup process.
- ★ Ensure your email reflects your company's branding strategy.

## 11. Backup and Recovery Measures:

- ★ Familiarize yourself with backup and recovery options provided by your email hosting service.
- ★ Stay informed about the policies and terms of use of your chosen email service provider