



Setting up Google's G Suite for Education for your School



Image: <http://elearning.tki.org.nz/>

This guide is designed to help you to set up G Suite in your school. G Suite was previously known as Google Apps for Education (GAFE).

It is intended to provide a step-by-step overview of the one-off process. It should be able to be followed by people with a reasonable amount of technical ability.

The whole process typically takes a few weeks.

G Suite is used worldwide and not just by schools. Visit <https://www.google.com/edu/> for an overview.

G Suite is a full suite of collaborative tools that enable schools to leverage the capabilities of the internet for learning such as anyplace, anytime, any device learning.

There is no cost for state and state integrated schools to use G Suite.

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Once you have read this guide you are welcome to contact the Connected Learning Advisory to get more personal assistance. We aim to provide consistent, unbiased advice and are free of charge to all state and state-integrated New Zealand schools and kura. Our advisors can help with all aspects outlined in this guide as well as provide peer review of the decisions you reach before you take your next steps.

For more information visit www.connectedlearning.org.nz

Check out our resources at resources.connectedlearning.org.nz

Call us for personalised service on 0800 700 400

Make a personal inquiry via our online form at query.connectedlearning.org.nz

Email info@connectedlearning.org.nz

Before You Start



Your school will need its own domain eg your.school.nz

Purchase a domain if you don't have one from a [Registrar](#)

You do need access to manage domain records - this is quite technical so you should be prepared to get some technical help for part 2.

Part 1 - Sign Up for G Suite



Start at the [G Suite for Education sign up page](#).

Complete the information required. Find your school [on TKI](#) and use the data stored there to help support your application.

The account that you make will be a Super-Admin account capable of doing anything to your G Suite account including deleting it.

Your password should be a strong one. You can change it later and enforce better levels of protection using [two-step verification](#) - this will send a 6-digit passcode to your smartphone either via TXT message or by using the "[Authenticator App](#)" (available for Android and iOS).

Google may want to verify you. If Google do need to verify your identity the easiest method is via a text message to your cellphone. Google will also call you with a voice message. Do not use the automated voice method if your phone line is answered by an automated system.

Part 2 - Verifying Your Domain



This part is more technical and if your domain is not verified within a week or so the application will lapse and you will need to start again.

Once you have signed-up you will be able to log-in to admin.google.com using the account that you created. You must then verify that you own the domain. There is a time limit on verification.

When you click **Start Set-up** you will have to verify your domain. Seek assistance from someone who understands DNS if you are at all unsure. You will need login access to your domain name

servers to verify the domain. Or send the details to someone who does have access.

We recommend you use the **Add a domain host record (TXT or CNAME)** method to verify your domain.

See the [Verify your Domain Name support page](#) for more help.

Part 3 - Configuring Your Admin Console Settings



There are a variety of simple things that you should do when setting up Google Apps that will make things easier for users and easier to transition services such as email from other systems:

Define your language, time zone and logo

1. Open the admin console at admin.google.com
2. Click on Company Profile
 - a. Set Language (US English gives 'trash' whereas UK English gives 'bin')
 - b. Set Time Zone to Auckland
3. [Upload your school logo](#) so that it appears on everyone's Google Apps pages.

Set up default calendar visibility rules

By default, all information on calendars is visible to all users. We suggest that this is not usually required as it means for example that the Principal's appointments can be seen by students.

1. Open the admin console at admin.google.com
2. Click on Apps icon
3. Click on G Suite icon
4. Click on Calendar icon
5. Select Sharing Settings
6. We recommend that you consider changing the sharing settings so that:
 - Outside Your School :Share all information but outsiders can not change calendars
 - Within Your School: only free/busy information is shown by default

Set up Contact Sharing

Contact Sharing has to be enabled in order for users' names to automatically appear when sharing documents or sending emails.

1. Open the admin console at admin.google.com
2. Click on Apps icon
3. Click on G Suite icon
4. Click on Directory icon
5. Select Settings
6. Select Enable Contact Sharing
7. We suggest you select to 'only show email addresses on the user's primary domain' and 'show only domain profiles'

Configure Google+

Google+ can be useful for collaboration.

However, as it is only allowed for people 13+ years old, you should only enable it for students over the age of 13. See the [Turn Google+ on or off for users](#) support article.

This guide has been produced in response to a number of specific queries about setting up G Suite from schools. It should not be read as a recommendation or endorsement of any specific product. The Connected Learning Advisory is a Ministry of Education supported service that provides schools with technology information relevant to their queries and does not recommend one product over another.



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