

Get work email off your personal address

Jobs stop getting buried under school notices, and you can pull up a customer's whole history in one search. About ten minutes, under \$10 a month per person.

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If your business runs through the same inbox as your kid's school and your fantasy league, two things are happening. Jobs are getting buried. And every quote you send has an address on it that tells a homeowner you are smaller than you are.

Why it is worth ten minutes

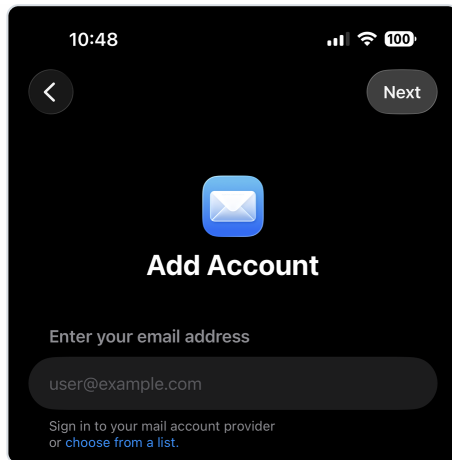
Two reasons, and the second one is the real one.

Jobs stop getting buried. That is the obvious one.

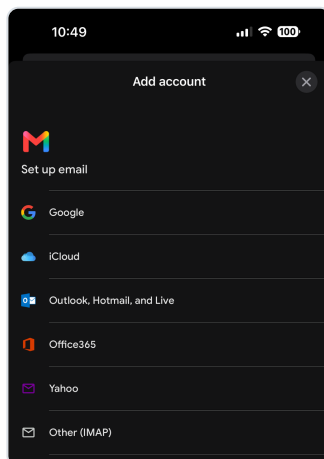
The one nobody mentions: search actually works. Every email with a customer sits in one account, so "Henderson" pulls up the quote, the change order, the invoice, and the thread where they approved the tile. When somebody calls about a job from eighteen months ago, you have the whole history in one search instead of a bad afternoon.

Do this

1. **Get email at your business name:** you@yourcompany.com. Google Workspace Business Starter is \$7 per person per month on an annual plan, or \$8.40 month to month. If you already own your website domain, this takes about ten minutes.
2. **Add it to the same mail app you already use.** Same app, same phone, separate account. You are not learning a new inbox.



iPhone — Apple Mail, Add Account



iPhone — Gmail app, Add account

3. **Put it everywhere the old one was.** The truck, the quotes, the invoices, the website, your Google listing. Then stop using the personal account for work.

One thing to do the same day

Turn on two-step verification (a code from your phone in addition to your password) on the new account. A stolen business email is a stolen business, because the bank, the Google listing, and the customer history all reset through that inbox.

If you are not ready to pay for it

Getting a free address at your business name is not really possible, but you can at least stop mixing. Open a second free account used only for work. It is worse than the paid option, and it is much better than one inbox for everything.

If your screen looks different

Your Google Workspace account is managed at admin.google.com, and as a one-person shop you are your own administrator — nobody tells you that part. Two-step verification for your own login lives somewhere else, at myaccount.google.com.

Google rearranges both of these pages, so when a button is not where this page says it is, use the search box at the top of whichever console you are in. Checked 2026-09-07. Still stuck? Send me a photo of the screen and I will tell you where it moved.

Next

Each of these is at tamingyourtech.com/tips.

- **Ask for the review before you drive off** — Your business email and your Google listing are the same identity a homeowner checks.
- **Stop trading six texts to book one estimate** — A booking link looks a lot better coming from your own domain.

Want more than a tip?

I am Betsy Walker. I do the work a busy owner never gets to: the website, the follow-up, the customer email, the reviews, the online listings. Nobody in your business was ever hired to do any of it, so it waits for you.

One piece at a time, done in a week or two at a price you know before I start, most of them between **\$550 and \$850**. Or I run it every month, so it stays done. I work remotely, so nobody has to show up at your shop.

Book a free discovery call. 15 minutes. No pitch. Just where to start. →
tamingyourtech.com/call