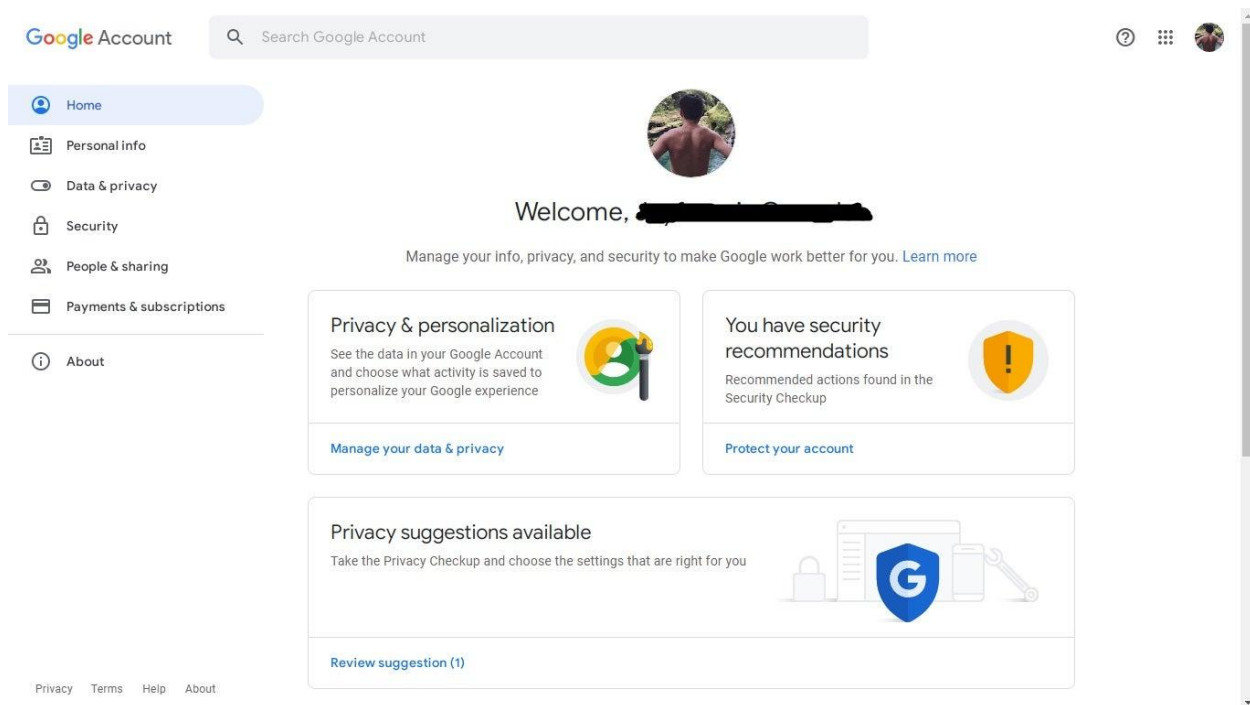


Google Workspace offers you [Google Mail](#) where you can have your official Gmail username and email address to access Google Docs, Google Sheets, Youtube channel, and so much more. But if ever you want to change Gmail address pronto, especially your Google business email address, you can do it and verify your address in a few steps.

## Step 1: Log In to Google Mail

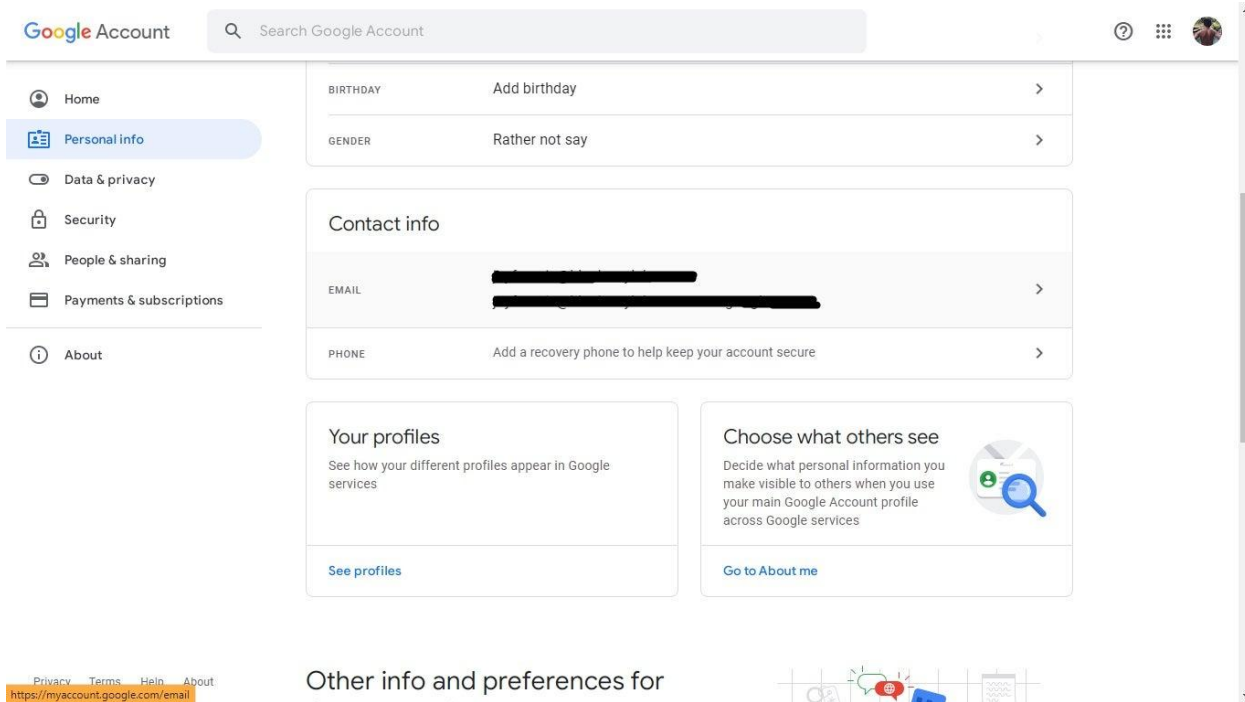


Using a computer, head to <http://mail.google.com/mail/> to log in and access Gmail. Are you new to Gmail? [Create/setup a Google email account](#) first. Once logged in, you can visit directly <https://myaccount.google.com/> or click "Google apps" which is represented in nine dots on your Gmail followed by tapping "Account."

### Note

You cannot access Google Mail without a Google account. So be sure to sign up first, log in to your account, or recover your existing account to continue.

## Step 2: Check if Changing Your Email Address Is Allowed



Inside your Google account, click "Personal info" on the left menu and scroll down until you can see the "Contact info." Then, select "EMAIL" which contains your email address. Just a head's up, you may not be able to [change your Google account email](#) if it already ends with "@gmail.com." Also, contact your administrator if you are using your account for school, work, or any organization.

### Step 3: Change Your Email Address

If changing your email address is possible, then that means you can click "Edit" next to your email address. Then, expect to type down your new business email address. Make sure it is a unique email address or something that isn't taken by other users yet. And since business email addresses are for professional use, keep it professional too such as using your business name rather than using overly creative addresses.

### Step 4: Follow the Steps Given

Once you write your new email address, verification steps follow such as when you undergo a Gmail recovery email. A common step there is when you will get a verification link to verify the new email address. Or perhaps, you will get a verification code to your phone number and input that code into the domain or field given. Your new business email address will be confirmed when you accomplish the steps provided.

## **Can I change my Google Workspace name?**

Yes. Just go to the Home menu, Settings, followed by Google Workspace. From there, select the user you need to rename and enter your new username which is displayed before the @ in an email address.

## **Can one Google Account have two email addresses?**

Indeed, Gmail has a feature that lets you connect one Google account with different email addresses or connect various accounts to different email addresses.

## **Is there a limit to Google business accounts?**

Google accounts created before October 2017 can have 100 business profiles maximum while those created on or after the said date can already own more than 100.