

Free Business Email Address: Where To Get One And How To Set It Up

By [Jeremy Marsan](#) on August 17, 2016 | [Sales & Marketing](#), [Starting a Business](#) | [Comments \(138\)](#)

Having an email address with your own website domain is an important step to improve your online credibility. *Smith@YourCompany.com* looks a lot more professional than *Smith@Hotmail.com*.

This guide will explain how to get a free business email address, whether you have an existing website, or still need to create one. We'll also show you how to connect this email to your existing inbox, so you don't have to log into another email service.

- [How to get a free business email using Bluehost](#)
- [How to connect Bluehost email with Gmail](#)
- [How to use Bluehost email with Outlook](#)
- [How to get a free business email from Zoho](#)

How to Get a Free Business Email Address

There are two primary ways to get a free business email address:

- **Bluehost** – If you don't have a domain, Bluehost offers a free domain and business email when you pay for hosting (starts at just \$3.45/month.) You can even create a WordPress website at no additional cost. If you need a domain, website, and email, this is the best option.
- **Zoho** – If you have a domain already, you can use Zoho to create a business email address completely free.

Below, we'll walk you through the exact steps you need to take, including instructions on how to connect your new business email with Gmail or Outlook. We'll start with Bluehost, then move onto Zoho further down this article.

Option 1: How To Setup A Free Business Email Using Bluehost

Bluehost is an all-in-one Domain, Hosting and Email provider. This means you get all the ingredients you need to setup a professional business email AND website.

Bluehost provides free email AND a free installation of WordPress, which is a very strong website service. WordPress takes a bit of training to use, but you can consult an expert at [Bluehost](#) to help you set it up. Plus, you really can't beat \$3.45/month for a domain, hosting, business email and website.

For most small business owners, we recommend [Weebly](#) as an easy-to-use website builder, but it doesn't include a free email, and costs slightly more than Bluehost, at \$12/month for a Pro package. If you want to get set up right away with a website and free email, you can't go wrong with [Bluehost](#).

Step 1: Sign Up with Bluehost and Choose a Domain

The first step is to head over to [Bluehost](#). Click "get started now" and select your edition. The basic plan should be sufficient if you don't need more than 5 email accounts.

Next, you'll choose a domain for your website. You can also use the [Bluehost](#) domain search tool below to see what's available.

Check if your domain is available:

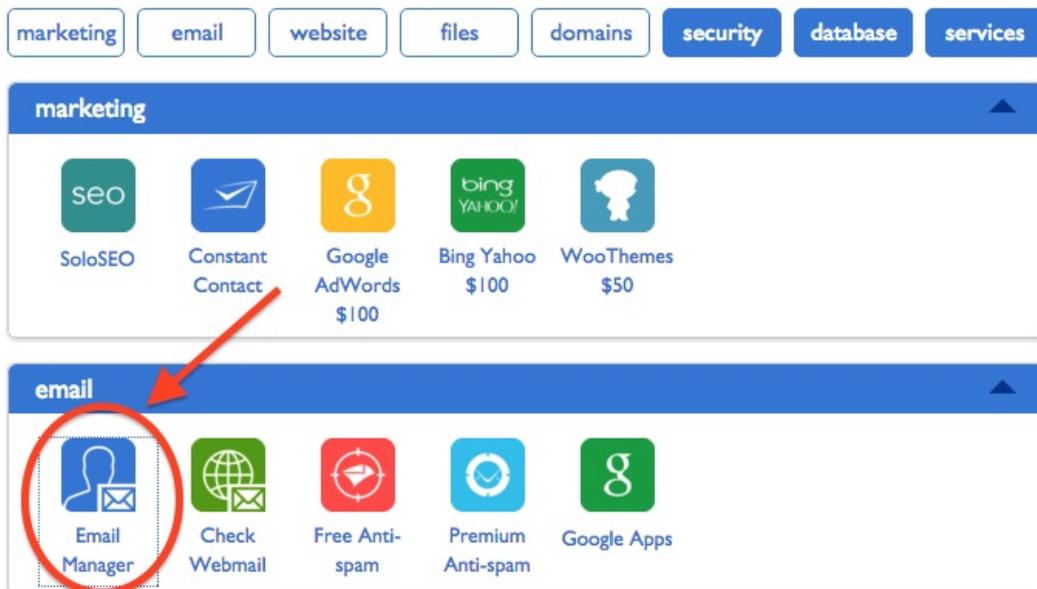


This is one of the most important steps, since you won't be able to change your domain later. If you're having trouble brainstorming, check out our [domain tips from the pros](#).

Next you'll enter your account information and finalize the order. Pay attention to the add-ons under "Package Information." You might want to consider Domain Privacy Protection to avoid spam in your mailbox. By law, your contact information becomes public after registering a domain. By selecting "Domain Privacy Protection," however, Bluehost will add their own information to the registry rather than your own.

Step 2: Head to the Mail Manager

Once you've selected a domain and created your account, you'll land on Bluehost's dashboard. Scroll down to find the email menu, then select "Email Manager."



On the following menu, select "Create New Email Address." Then enter your new email name and password.

Set Up New Email Account

contact @portgrowth.biz

.....

.....

EXCELLENT

MATCH

Can't think of a password?

suggest password

The password must meet these requirements:

- Must be at least 8 characters long
- A lowercase letter (e.g. abcde)
- An uppercase letter (e.g. ABCDE)
- A number (e.g. 123456)
- A symbol or a space (e.g. ~!@#\$\$%^)

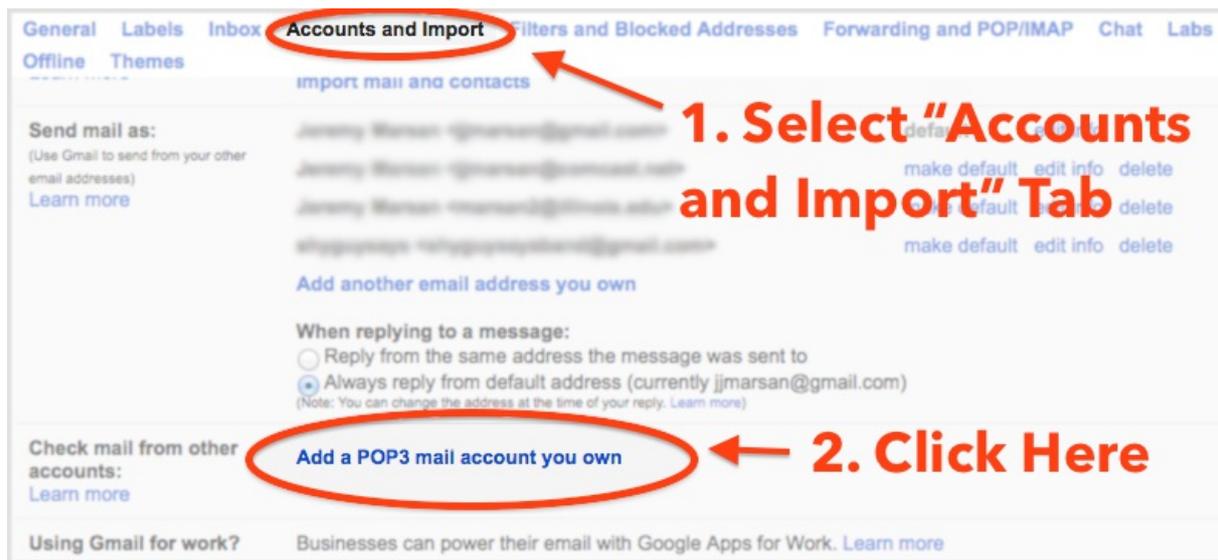
Once everything looks good, click "save." Repeat this step for each employee you want to provide an email address.

Each time you save an email address, Bluehost will also give you 3 inbox options (known as "clients"): *Horde*, *Roundcube* and *Squirrelmail*. We recommend using your existing Gmail or Outlook client, which we'll show you how to set up next. If you prefer to use one of Bluehost's clients, however, Roundcube is the best option for a standard user-friendly email inbox.

With that, you'll be finished setting up your new Bluehost email accounts. Next, we'll show you how to connect these accounts with your preferred inbox.

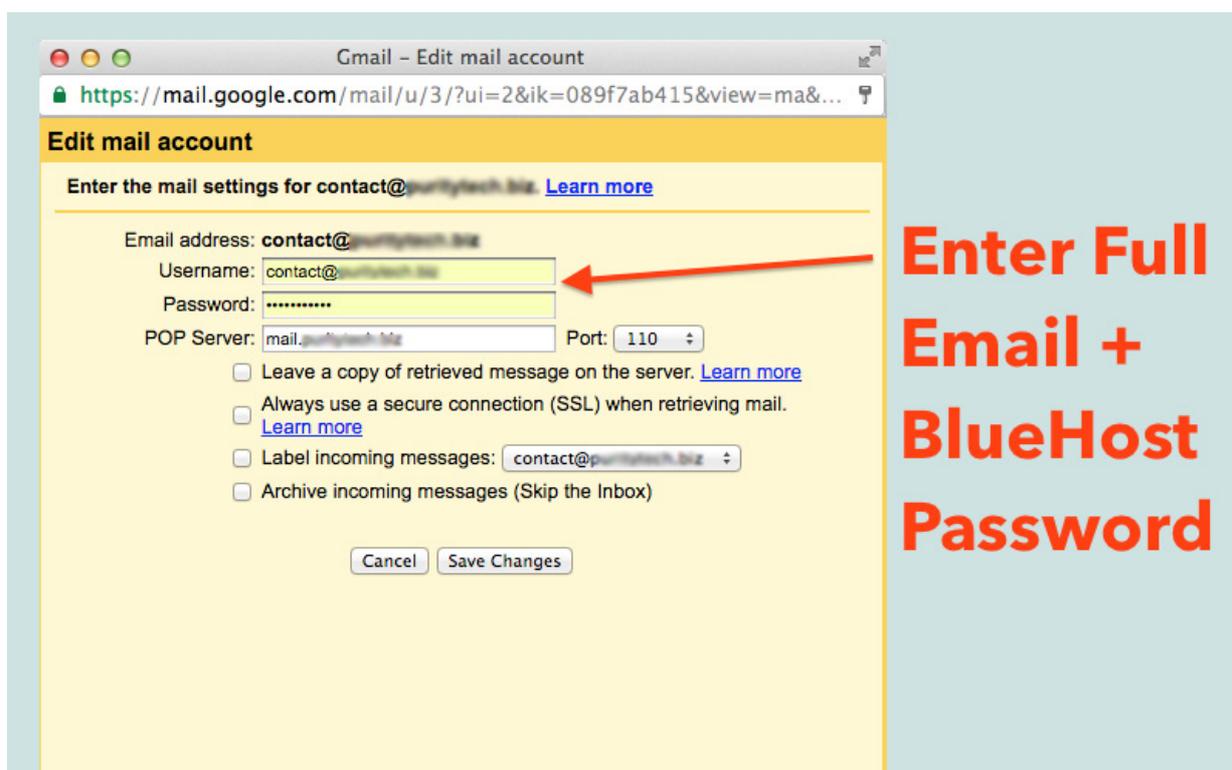
How to Connect Bluehost Email with Gmail

First, log into your gmail account. When you reach your inbox, click the gear in the upper right-hand corner (below your user picture) then select "settings."

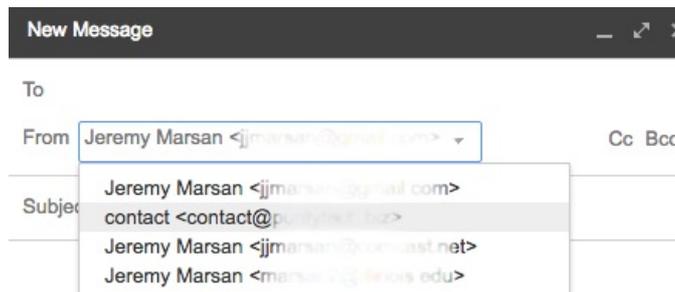


Select the "Accounts and Import" tab at the top, then scroll down to "Add a POP3 mail account you own."

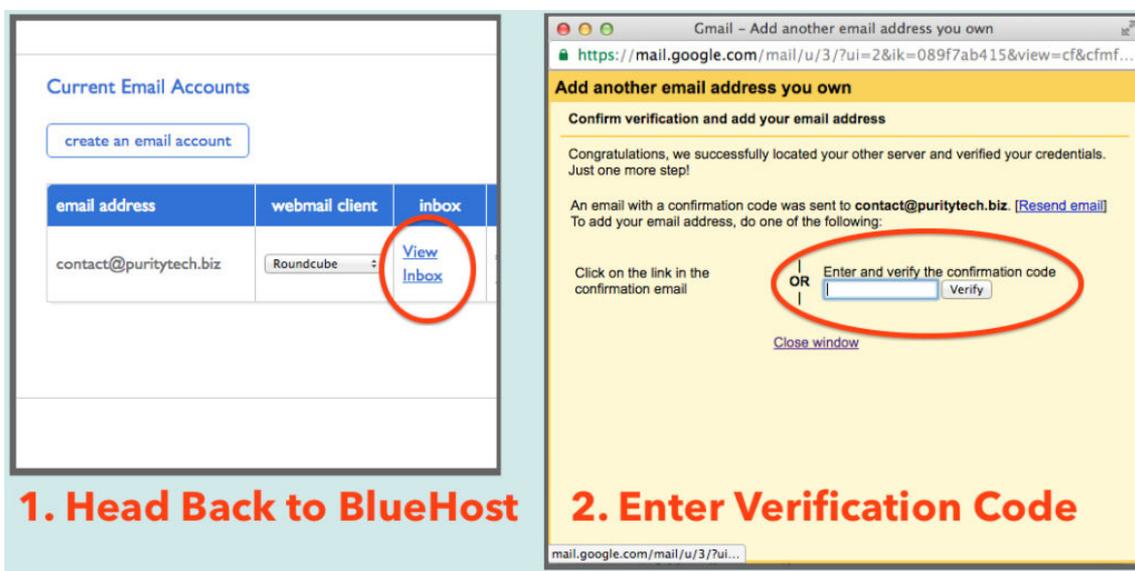
This will open a pop up window where you'll enter your new Bluehost business email. In order to connect it to Gmail, you will need to enter your Bluehost password.



In addition to receiving mail, you can select to SEND mail from Gmail using your new business email address. When you send a message, you can which address you want to display on the "From" field:



In the following steps, Bluehost will ask if you want to set this up. It just takes a second. First, you'll enter the name you want to appear on outgoing messages. Then, you'll confirm your new email address by copy/pasting a code.



Head back into your Bluehost account. Select "Email Manager" and click "View Inbox." You should see an email from Google with your verification code. Copy/paste this code and enter it back into Gmail.

Voila! Wait a little while, then send a message to your new email address. You should see it appear in your Gmail account, and have the ability to respond using your new address.

How To Use Bluehost Email With Outlook

To connect your new Bluehost business email with an Outlook account, the process is very similar. It will vary slightly, however, depending on which edition of Outlook you're using.

For instructions on how to connect your email with an Outlook account, click on one of the following guides from Bluehost below:

- [Outlook 2013](#)
- [Outlook 2011](#)
- [Outlook 2010](#)
- [Windows Live Mail](#)
- [Windows 10 Mail](#)

Option 2: How to Get a Free Business Email Address from Zoho

If you have a business domain and website already, [Zoho](#) is the last remaining service that offers truly free business email accounts without having to purchase any other parts of their service. In fact they offer up to 25 free business email accounts, each with 5 GB of data. That should be plenty for the average small business owner.

Step 1. Create a Zoho Mail Account

Head over to [Zoho.com](#). Select "Business Email" and click "Continue. On the next page, choose the free plan on the far right side.

Get custom email addresses for your business

Sign up with a domain I already own Buy a new domain for my business

Add your existing company or business domain name to set up you@yourdomain email addresses.

www. Provide the domain you already own

Provide your details below to create your Zoho Account

Name

First Name Last Name

Administrator Account

@yourdomain.com

Mobile Number or Email ID

+1 Please enter your Mobile Number

Password

By clicking 'Sign Up', you agree to the [Terms of Service](#) and [Privacy Policy](#).

Sign Up

Enter your domain and account information, then click "Sign Up."

Step 2. Verify Your Domain

Next, you'll need to verify that you own your domain. The exact steps will vary depending on which provider you used to purchase your domain. We'll use [Godaddy](#) as an example. If you want instructions for a different provider, just select your provider from the list and Zoho will supply directions below on the same menu.

The first step is to make note of the CNAME and Destination values, which will appear on the following screen:

CNAME Method | TXT Method | HTML Method

The zb code for your domain is zb14708583. Create a CNAME for your domain **fitmallbiz.com** in your DNS Provider and point it to zmverify.zoho.com:

Name / Host / Alias / CNAME	Value / Points To / Destination
zb14708583	zmverify.zoho.com

Then, head over to Godaddy (or another domain provider) and click "manage" next to Domains.





Click on your domain to bring up the domain submenu. Select the "DNS Zone File" tab on the top, then find "Add Record" a little further down.

Settings **DNS Zone File** **Contacts**

➤ We made DNS easier to manage. [See how](#) ✕

Zone File ⓘ Squarespace ⓘ 13 records in this zone
Last updated 1/27/2016 10:42:00 AM MST

[Add Record](#) ⓘ [Delete](#) ⓘ [Bulk Actions](#) ▼ [Templates](#) ▼ [More](#) ▼ [Filter List](#) ▼

A (Host) ⓘ
4 Records (0 Selected)

✓	Host	Points To	TTL	Actions
<input type="checkbox"/>	@ (Informational)	198.49.23.144 (Informational)	600 seconds (Inform...	

For the Record type, select "CNAME (Alias)." Then, in the following window that pops up, enter the CNAME and Destination Values you noted from Zoho before. Enter them like this:

×

Add Zone Record

ENGINESUMMER.COM

Record type: * [View current](#)
CNAME (Alias)

Host: * ⓘ
zb

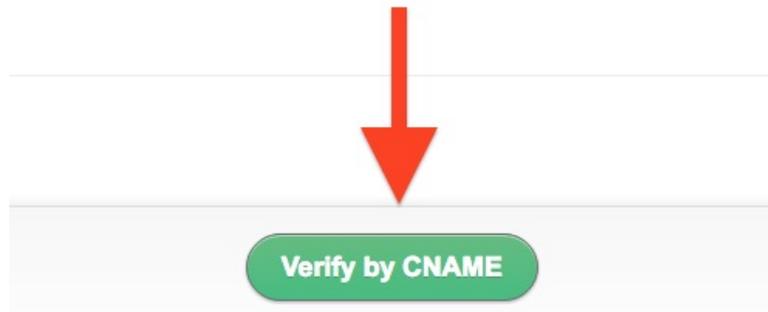
Points to: * ⓘ
zmverify.zoho.com

TTL: * ⓘ
1 Hour

[Add Another](#) [Finish](#) [Cancel](#)

Don't forget to click "Save" when you're finished!

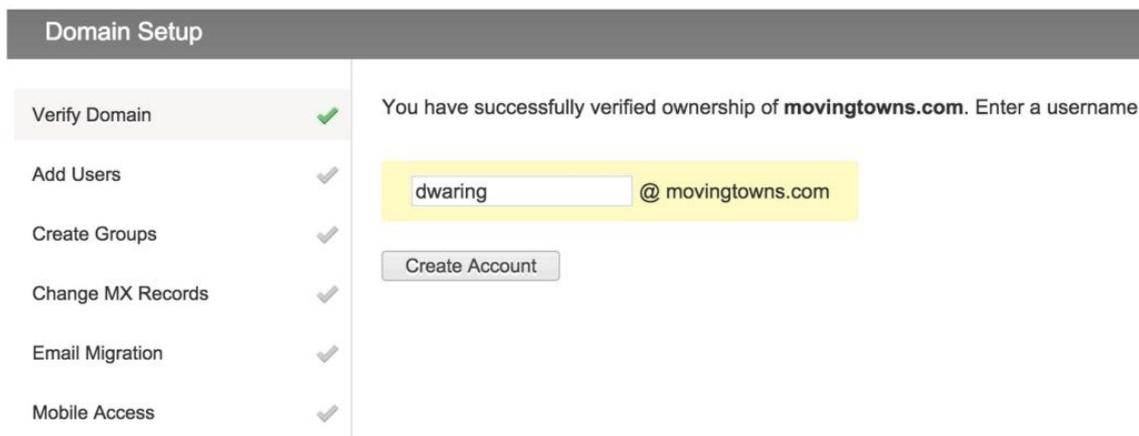
Now head back over to Zoho and click "Verify by CNAME" at the bottom of the screen.



Step 3: Start Adding Users

In the next window you can setup up to 25 free business email addresses. You'll start with your own email address, which will also serve as your login.

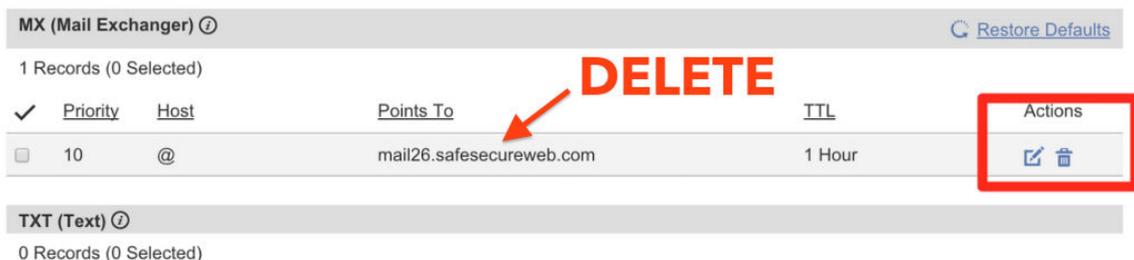
Next, you can create accounts for your employees, and create email "groups" which forwards messages to multiple inboxes at once. You can make changes later, so don't worry about setting everything up just yet.



Step 4: Head Back to Your Domain Provider

Now that your domain is verified, you need to head back and adjust the codes you entered into GoDaddy (or another domain provider). Head back to your domain and click the "DNS Zone File" tab.

Scroll down to the MX Records section and delete any MX Records listed:



Next, you're going to add 2 new records. Scroll back up to the top and click "add record." For record type, choose "MX (Mail Exchanger)."

Add the Following 2 records:

Add Zone Record

ENGINESUMMER.COM

Record type: *

[View current](#)

MX (Mail Exchanger) ▾

Host: * ⓘ

@

Points to: * ⓘ

mx.zohomail.com

Priority: * ⓘ

10

TTL: * ⓘ

1 Hour ▾

[Add Another](#) [Finish](#) [Cancel](#)

And then one more:

Add Zone Record

ENGINESUMMER.COM

Record type: *

[View current](#)

MX (Mail Exchanger) ▾

Host: * ⓘ

@

Points to: * ⓘ

mx2.zohomail.com

Priority: * ⓘ

20

TTL: * ⓘ

1 Hour ▾

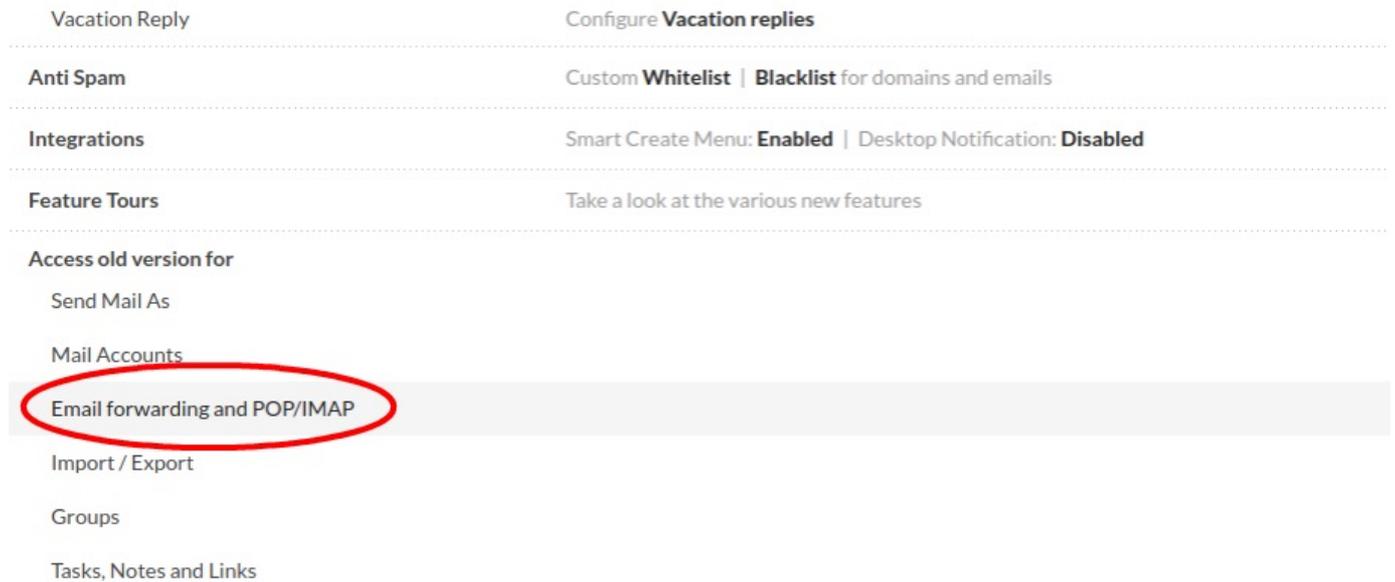
[Add Another](#) [Finish](#) [Cancel](#)

With that, you're complete! It generally takes around 30 minutes for these changes to take affect, at which point you can head back over to [Zoho](#) and start sending and receiving email from your new business email address.

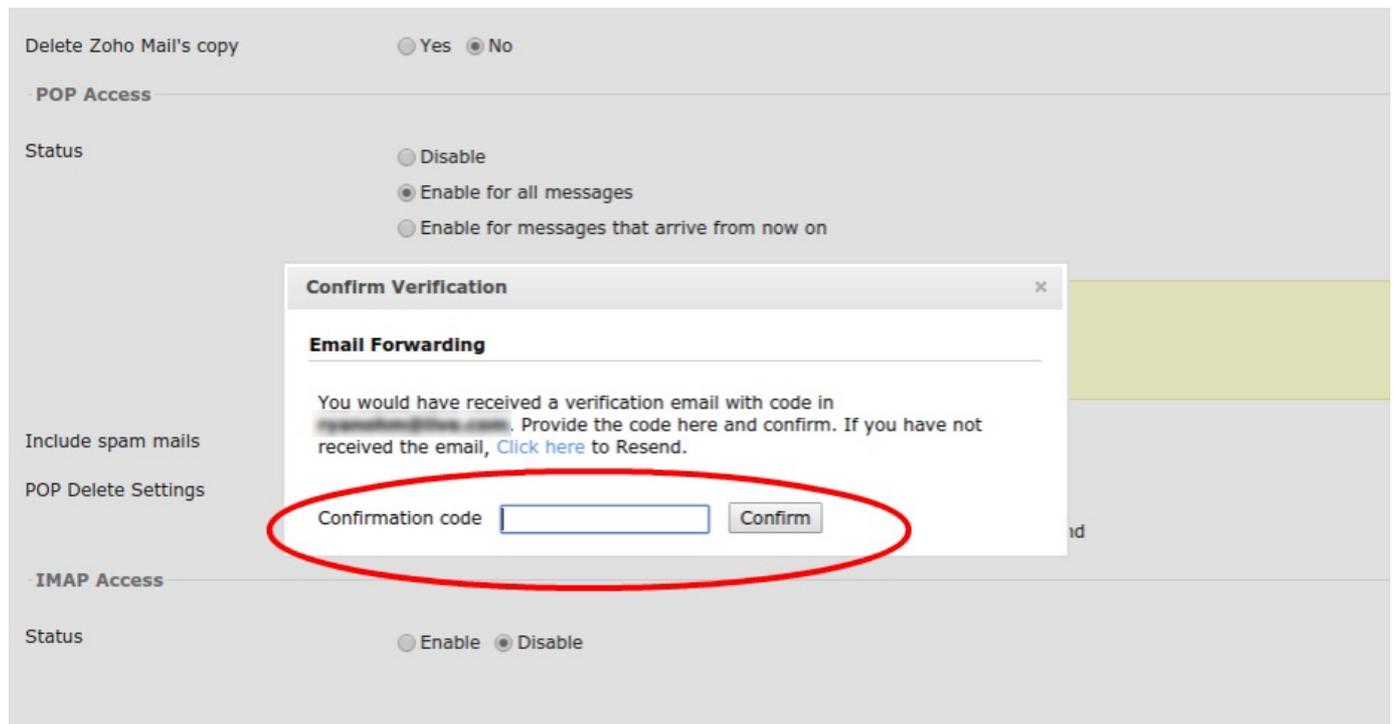
Bonus: How to Forward Zoho Emails to Another Account

If you're setting up a new email address for work, you may wish to forward messages to your current email address. This way you don't have juggle multiple inboxes.

Setting up mail forwarding in Zoho Mail is incredibly simple. Simply click the gear icon in the upper-right corner, then select "Email forwarding and POP / IMAP" in the lower left column.



In the next step, you'll enter the email address you want to forwards messages to at the top. Zoho will send a confirmation code to that email. Simply click "verify" and enter the code.



Now you'll receive messages sent to your new business address in your main email inbox!

The Bottom Line

With that, you'll be ready to use your new business email address. Be sure to check out our [Online Marketing](#) section at Fit Small Business for more tips on promoting your website, improving your search ranking, setting up Facebook Ads and more!



About the Author



Jeremy Marsan

Jeremy Marsan is a business analyst and staff writer for Fit Small Business currently specializing in small business healthcare issues and product reviews. When not helping small business owners he enjoys many artistic projects, including music performance/recording, blogging, creative writing and carpentry.

 jmarsan@fitsmallbusiness.com

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tarik November 8, 2016 at 8:35 am

CNAME Validation Failed

What i can do ??? the Domain's DNS Manager is goddady

[Reply](#)

Jeremy Marsan November 9, 2016 at 3:29 pm

Hi Tarik. Have you reviewed Zoho Email's support article – [Domain Verification Failure – Possible Reasons?](#)

[Reply](#)



Antony October 31, 2016 at 3:55 pm

It looks like Google also has a free option for users: <https://www.google.com/gmail/about/for-work/>

Have you looked at this? If so, what is the difference between the 2 that makes Zoho truly free and Gmail for Work not?

Reply

Jeremy Marsan October 31, 2016 at 7:11 pm
Hi Antony,

Thanks for bringing this up. I just looked into it & it turns out this is **only a free trial**. It's a bit mis-leading, since Google doesn't mention anything about a trial on that page you linked, nor do they mention it as you setup the account, confirm your domain, etc.

After following the steps, however, I received an email from Google with the subject "*Welcome to your free trial of G Suite for [domain]*". Later, I called support and agent confirmed this is, in fact, a 30-day free trial of G Suite. Afterwards, you can pay **\$5 or \$10 per user per month** to keep using the email.

Best,
Jeremy

Reply



simon September 22, 2016 at 11:04 am

where is "Select 'Business Email' and click 'Continue' in zoho.com. It does not has such link.

Reply

Jeremy Marsan September 22, 2016 at 5:58 pm

Hi Simon, after heading to [Zoho Mail](#), you should the text "Get started with ad-free mail" to the right, and below it, the option to select "business" or "personal" email.

Reply



Salman August 27, 2016 at 5:43 pm

Hello,

I managed to create a business email with zoho but I am having a problem, I can only send email from zoho but I can't receive. Every time I tried to send to my business email, I receive an auto email saying delivery failed. And that it's being denied by godaddy. Can you help me with this?

Thank you

Reply

Jeremy Marsan August 29, 2016 at 1:26 am

Hi Salman, happy to help you solve this problem. First off, can you confirm you completed **Step 4 "Head Back to Your Domain Provider"**?

Thanks,
Jeremy

Reply

Zul October 25, 2016 at 3:51 am

Hi,

Same problems here!

I think I skipped No.4, and when I try to search for that MX to delete it, I couldn't find it.

Please help...

Reply

Jeremy Marsan October 31, 2016 at 7:48 pm

Hi Zul,

The first zone record you add in step 2 is to verify your domain. Check on Zoho and see if your domain is verified (if not, there should be a notification to verify it.)

If it IS verified, you should be able to skip ahead to step 4. Simply add the two MX records we show in the images. If it IS NOT verified, you'll likely need to restart at step 2.

Best,

Jeremy

Reply



Rachel August 18, 2016 at 4:15 am

Using Zoho, can you connect it to your gmail account?

Reply

Jeremy Marsan August 18, 2016 at 3:35 pm

Yes. We provide instructions on how to do that [here](#). We also explain how to forward Zoho email to your Gmail account at the bottom of this guide, which is a simpler process. However, you cannot SEND emails using your Zoho address unless you go with the first option.

Reply

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