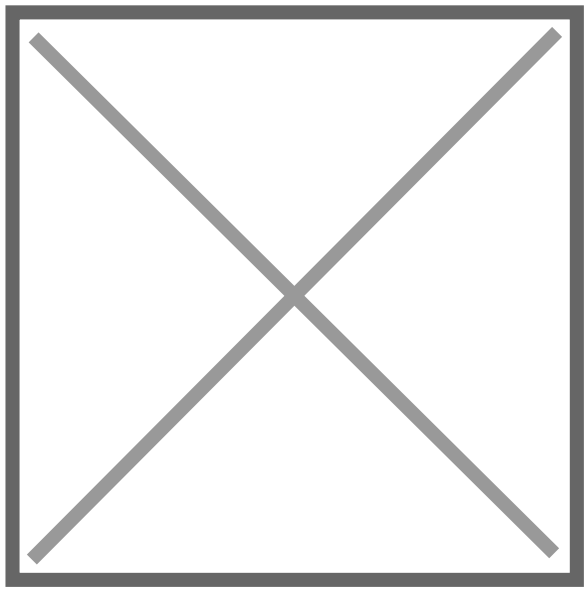
Google Workspace

- 65.017 Add a custom footer / disclaimer to Google Workspace Mail
- 65.019 Transferring files from one Google Drive to another in a different organisation
- 65.025 Google Workspace / G Suite - DKIM stuck at "Authenticating EMail"

65.017 Add a custom footer / disclaimer to Google Workspace Mail



Docs

Document Control

Document Name	65.017 Add a custom footer / disclaimer to Google Workspace Mail		
Version	v1.0 Current		
Author	Neil Tancock, IT Services (Safeharbour Support Ltd), neil@safeharboursupport.com		
Approval	Safeharbour Support		
Approval date	01-JAN-2025	**Review date**	31-DEC-2027
Absract	This procedure will demonstrate how to add a standard footer to users' outbound messages		
Scope	This document applies to all clients of Safeharbour Support Ltd		
Inputs	None		
Outputs	None		

Change Control

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02-DEC-2024	Neil Tancock	0.0	First version
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When doing this, remember to select the organisation you are applying it to, then disable the standard footer and add a custom one.

Use the **Append footer** setting to automatically add footer text to outgoing messages. You may want to add a footer to outbound messages for legal, informational, or promotional reasons.

The **Append footer** setting applies to everyone in an organizational unit. Users in child organizations inherit settings from the parent organization. Footers are applied to all messages, including messages sent from Google Workspace email aliases.

Set up an email footer for your domain or organization

1. In your Google **Admin console** (at admin.google.com)...

2. Go to Apps > Google Workspace > Gmail > Compliance.

3. On the left, select an organization.
4. Scroll to the **Append footer** setting in the **Compliance** section. Point to the setting, and click **Configure**. If the setting is already configured, click **Edit** or **Add another**.
5. Enter the footer text:
   - You can enter up to 10,000 characters.
   - To customize the text appearance, use the text formatting tools. The text editor doesn't support HTML content.
   - To insert an image, click "" and enter the URL for the image on a public web server. Images stored in Google Drive can't be used in your footer.
6. (Optional) Select **append the footer to internal messages being sent within your organization**.
7. Click **Add Setting** or **Save**. Any new settings are added to the Compliance settings page.
8. At the bottom, click **Save**. It can take up to 24 hours for changes to take effect.
9. Test the footer by sending a message to an email address outside your domain.

Note: Messages sent using a third-party email client, such as Microsoft Outlook or Apple Mail, have formatted footers. Messages sent as plain text don't support images or formatted text in the footer. A plain text footer is added instead.

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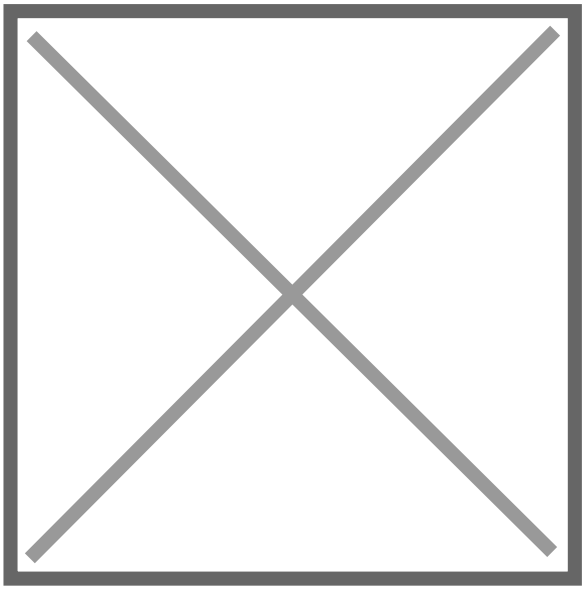
Need help? Get in touch!

You can call us on 01752 373000, option 2 or, if you are on Number Club, just call extension 3001

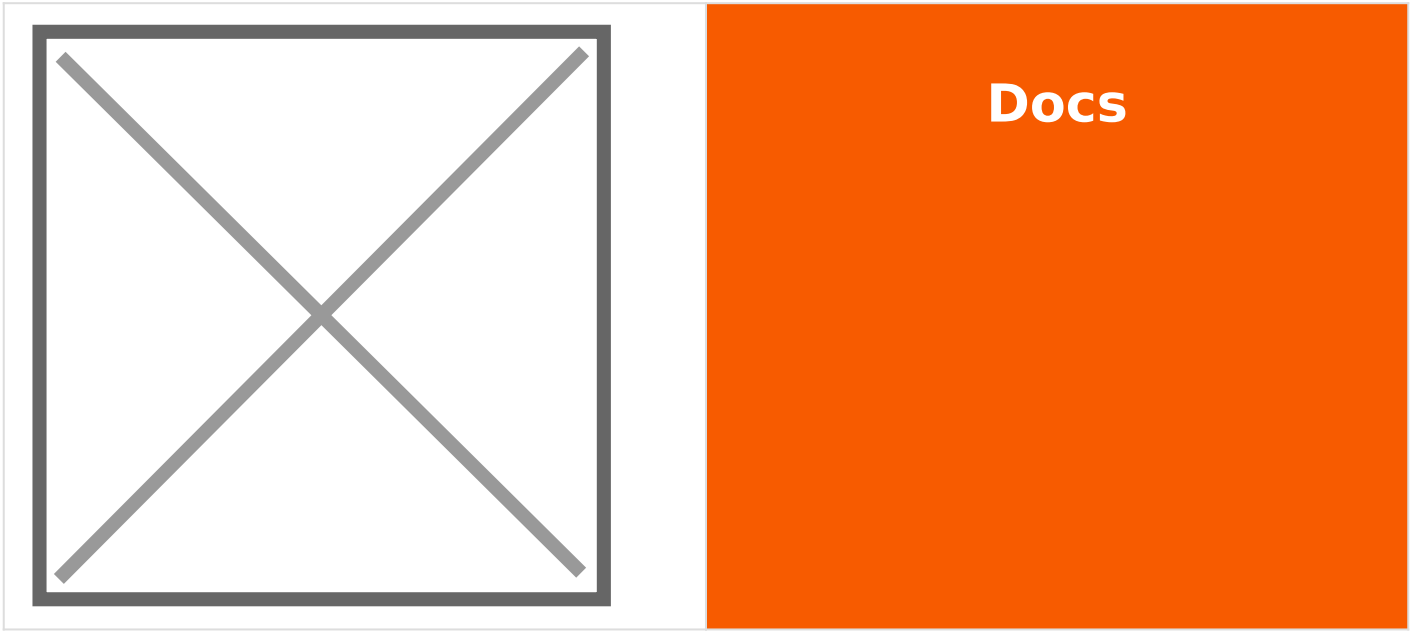
You can email us at hub@safeharboursupport.com

You can chat & Collaborate with us at https://kite.wildix.com/nc-a12/3001

You can Whatsapp us right here: https://wa.me/441752373000



65.019 Transferring files from one Google Drive to another in a different organisation



Document Control

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Version	v1.0 Current		
Author	Neil Tancock, IT Services (Safeharbour Support Ltd), neil@safeharboursupport.com		
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The easiest way to do this is to use Google Transfer, which is designed just for this purpose. Google Transfer copies files from your Drive to another Google account. There are a few caveats::

- Google Photos, Forms, Sites or My Maps are not transferred
- Only copies of files you own or you have added to your My Drive will be copied; files in your Shared with me will not be copied
- Your destination Google account must have enough storage space. (If you are transferring to a C2k Account you have unlimited space but may need to buy additional storage if transferring to a personal Google account.)
- Team Drives are not supported
- Content will be copied to a folder labelled with the original account name and the date the process was initiated.

To use Google Transfer, click on this link while logged in to your Google Workspace account:

https://takeout.google.com/u/1/transfer?pli=1

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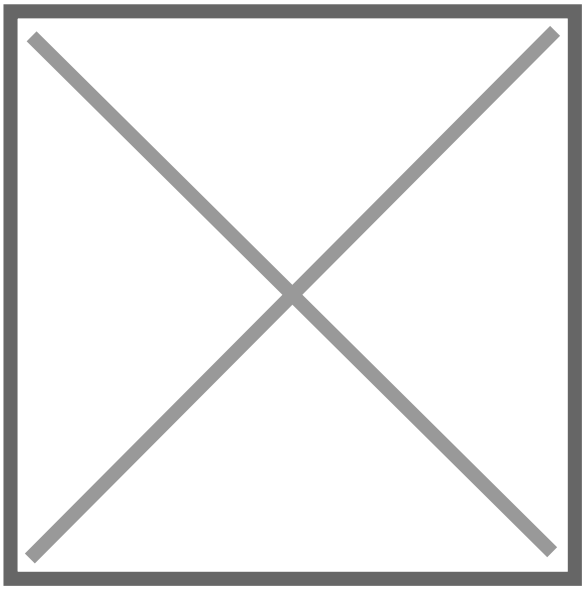
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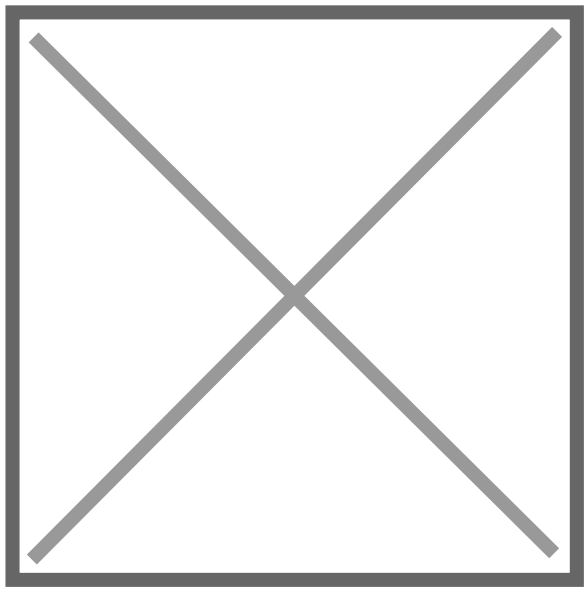
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65.025 Google Workspace / G Suite - DKIM stuck at "Authenticating EMail"



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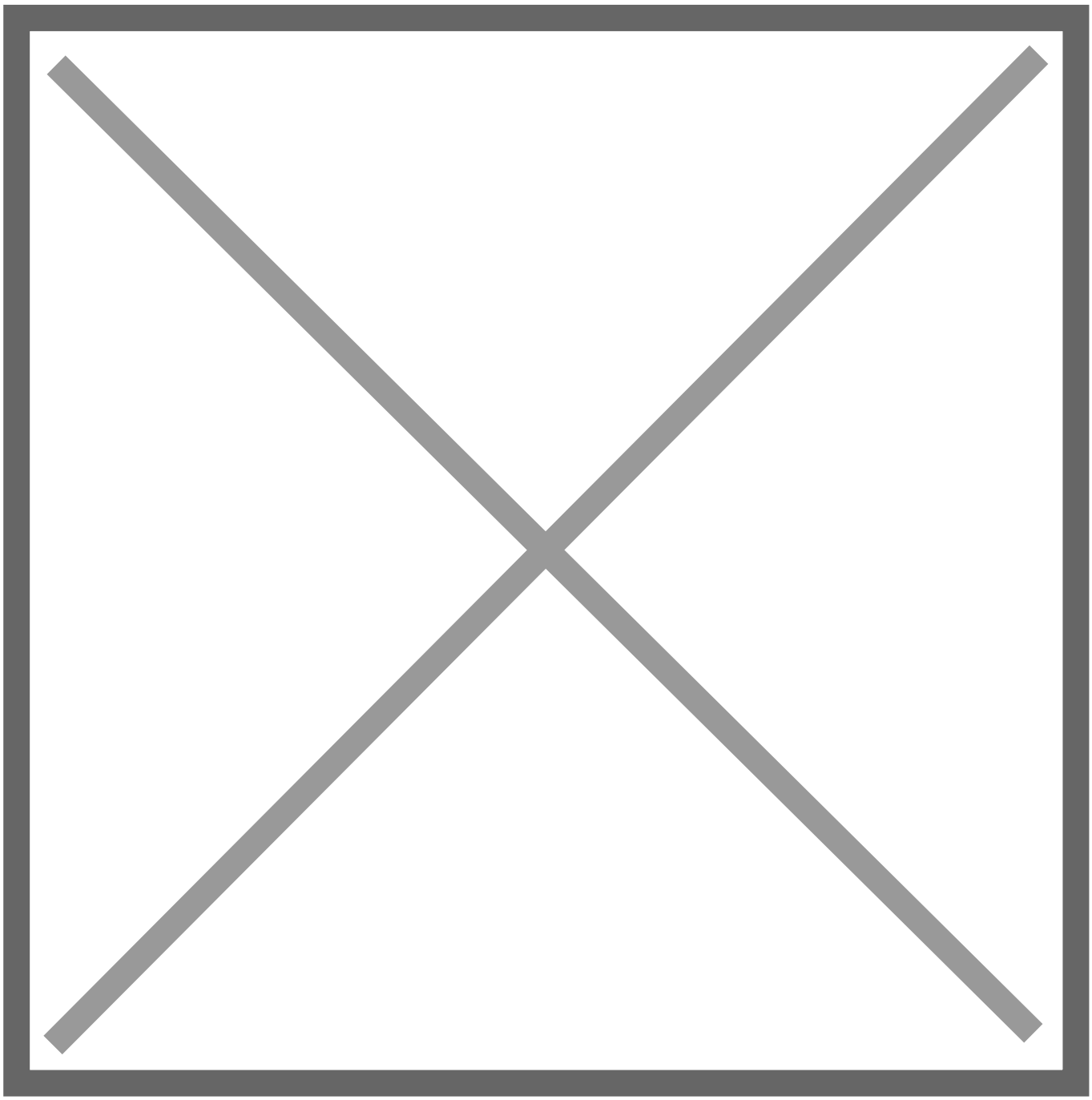
Document Name	65.025 Google Workspace / G Suite - DKIM stuck at "Authenticating EMail"		
Version	v1.0 Current		
Author	Neil Tancock, IT Services (Safeharbour Support Ltd), neil@safeharboursupport.com		
Approval	Safeharbour Support		
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If you are authenticating a domain for email using DKIM you may get stuck at "Authenticating Email" and email authentication is not confirmed:



This is actually working. When you click on ' Start Authentication' button and if your DKIM record at your DNS host is not propagated you would see a red error message stating that we could not locate the DKIM record and that it could take up 48h for the record to propagate.

The Google tech added:

"Actually before there was green "Authenticating email" status with a check-mark. But that was change to just 'Authenticating email' (I have no idea why)"

So it's working!

----------<END OF DOCUMENT> ----------

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