

CITK

Namecheap Domain Setup



Step-by-step Mailgun Setup - Namecheap Domain Setup

1. Sign up for [Mailgun.com](https://mailgun.com)
2. Check your email inbox to verify the email address

Account Verification

Howdy,

Thank you for choosing Mailgun! Please confirm your email address by clicking the link below. We'll communicate important updates with you from time to time via email, so it's essential that we have an up-to-date email address on file.

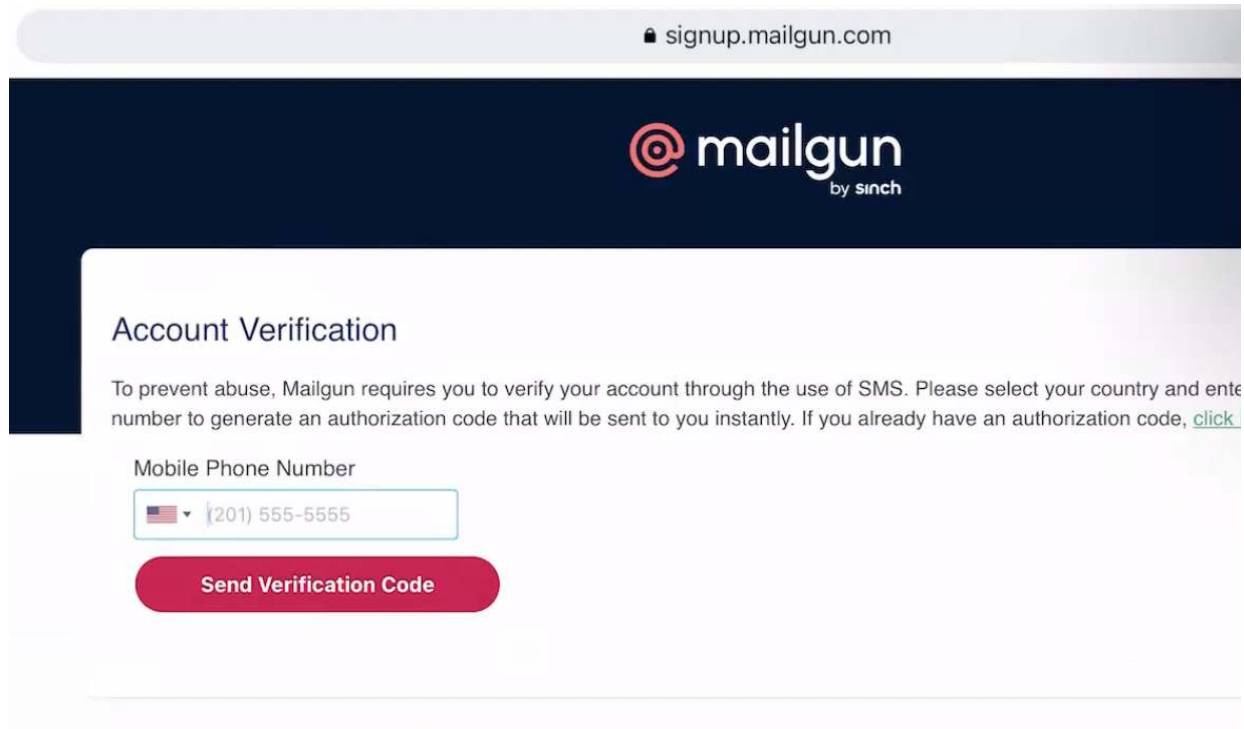
[Verify your email address](#)

If you did not sign up for a Mailgun account, you can simply disregard this email.

Happy Emailing!

The Mailgun Team

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The screenshot shows the Mailgun account verification page. At the top, the URL is `signup.mailgun.com`. The Mailgun logo is prominently displayed. Below the logo, the heading "Account Verification" is followed by a paragraph explaining the SMS verification process. A form for "Mobile Phone Number" includes a country code dropdown (set to US) and a text input field containing "(201) 555-5555". A red "Send Verification Code" button is positioned below the form.

3. Login to Mailgun, Click on **Sending** > **Add New Domain**



4. If your domain is `companyname.com`, you can either set up the main domain or subdomain with Mailgun.

A. Main domain:

If you are adding the main domain,

it should not be used with Gsuite, or any other email provider

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Subdomain:

- To set up the subdomain with Mailgun, you can type **ANYTHING_HERE.companyname.com**
 - Examples:
 - mg.companyname.com
 - replies.companyname.com
 - support.companyname.com

B. Please set up the domain or subdomain under US, **not EU. not EU. not EU.**

C. Click on **Add domain**

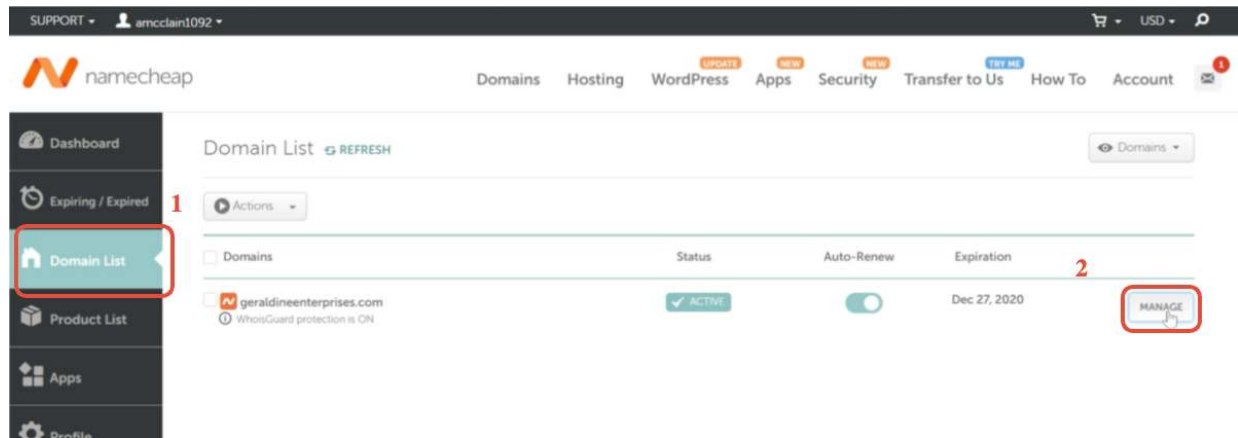
The screenshot shows the 'Add new domain' form in Mailgun. At the top, there are two links: 'Back to all domains' and 'Add new domain'. Below this is a section titled 'Domain name*' with a text input field containing 'mg.mydomain.com'. A red box labeled 'A' highlights this input field. Below the input field is a 'Domain region' section with a question mark icon. It contains two radio buttons: 'US' (which is selected and highlighted with a red box labeled 'B') and 'EU'. Below the radio buttons is a link '> Advanced settings (DKIM)'. At the bottom of the form is a green 'Add Domain' button, which is highlighted with a red box labeled 'C'.

5. Now log in to your DNS records based on where you get the domain and add the 5 DNS records.

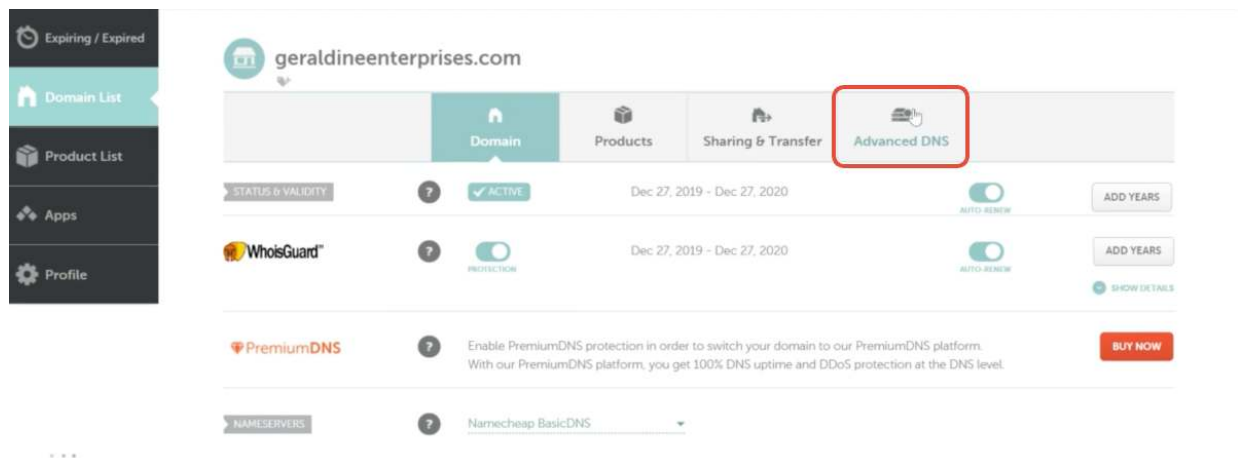
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Log in to [Namecheap.com](https://www.namecheap.com)

Click on **Domain List > Manage**



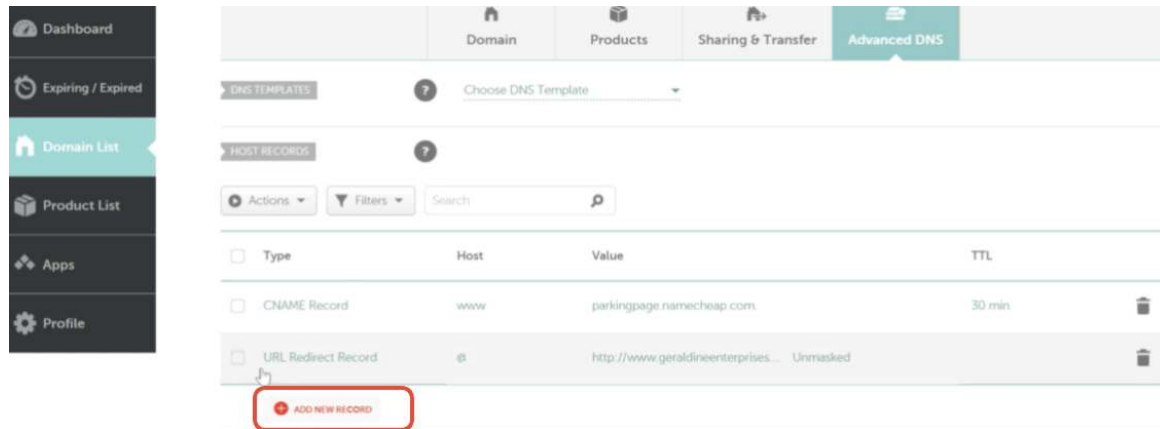
Click on **Advanced DNS**, we are going to add 5 DNS records



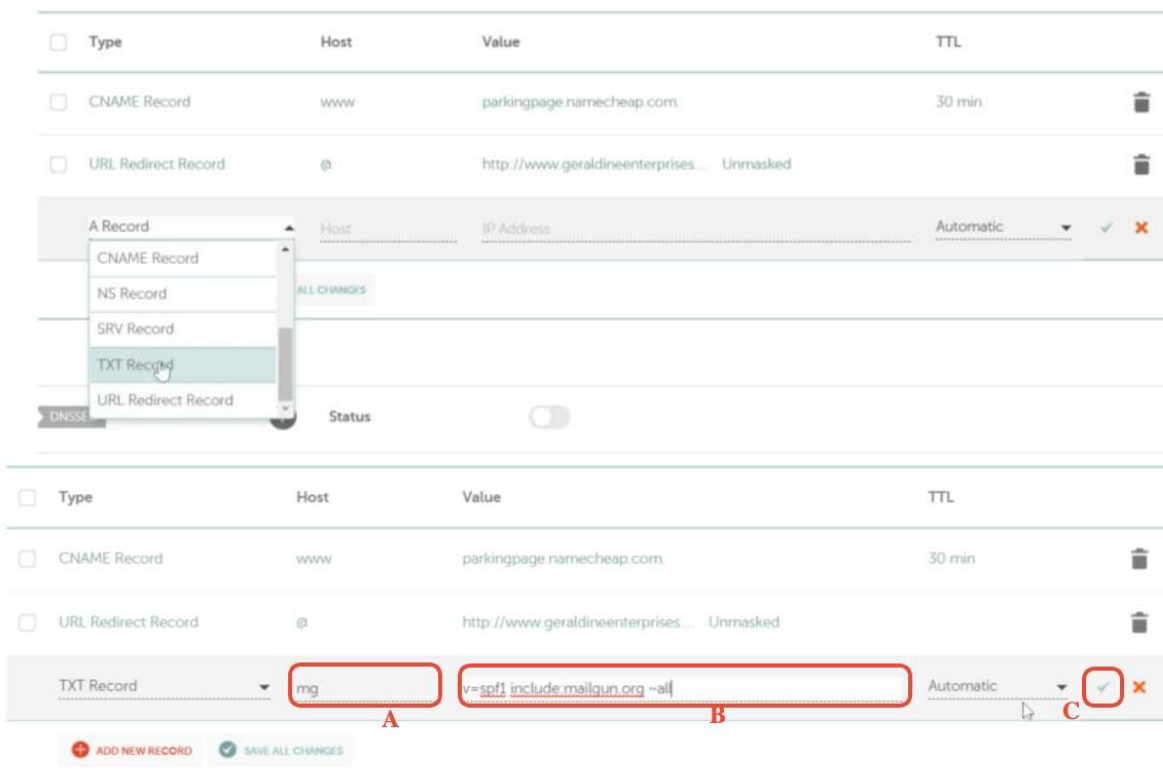
To add the 1st TXT record

Click on **Add New Record**

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Select **TXT Record** from the dropdown



A. Host:

Depending on the subdomain you are trying to set up, if you are trying to set up

[mg.companyname.com](#) The host name will be **mg**

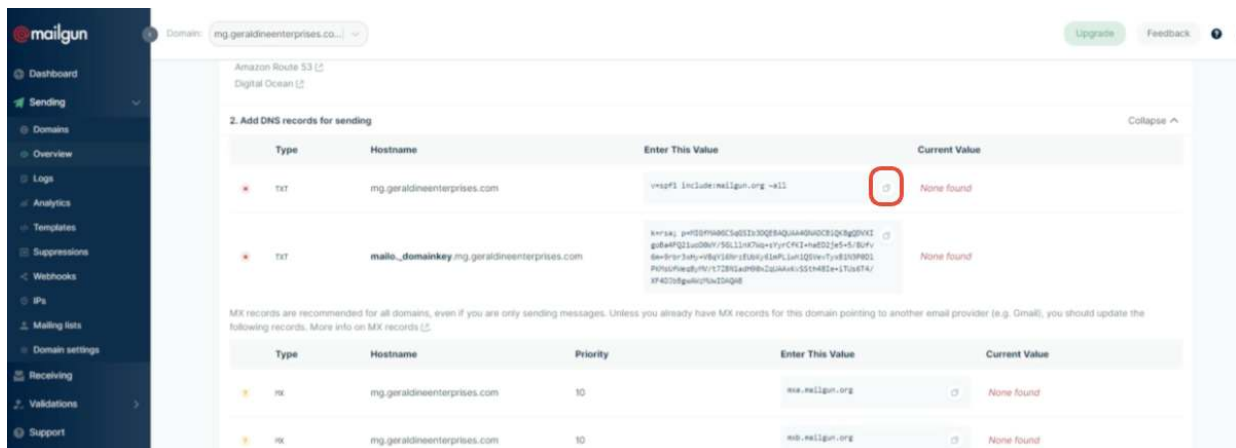
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replies.companyname.com The host name will be **replies**

If you are setting up a main domain like companyname.com, the host name will be **@**

B. Head back to Mailgun and Copy the first TXT record here **v=spf1 include:mailgun.org ~all**

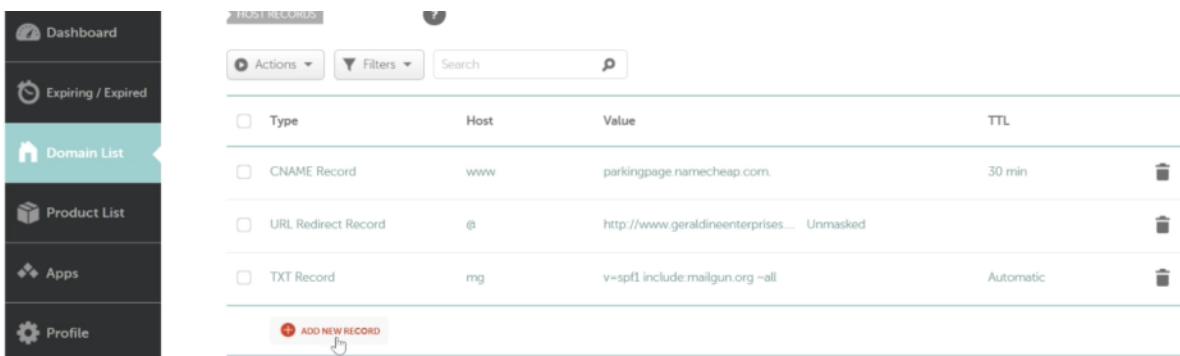
Value: we will paste the first copied TXT record here **v=spf1 include:mailgun.org ~all**



C. Click on the green check

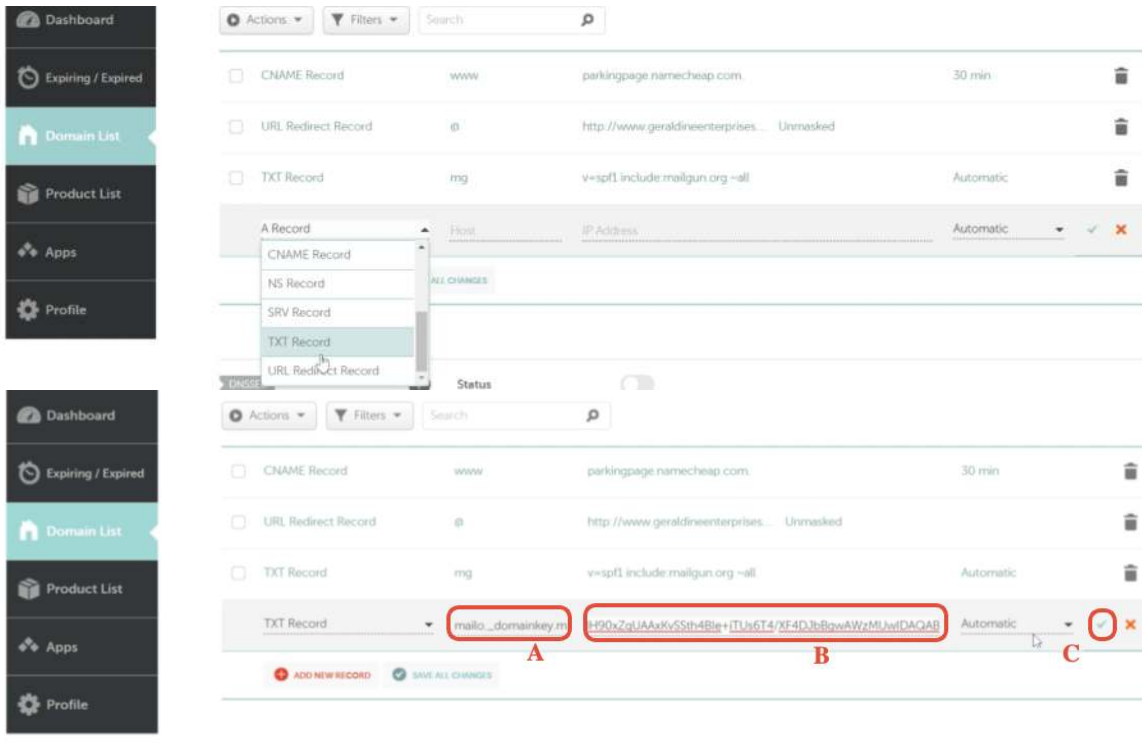
To add the 2nd TXT record

Click on **Add New Record**



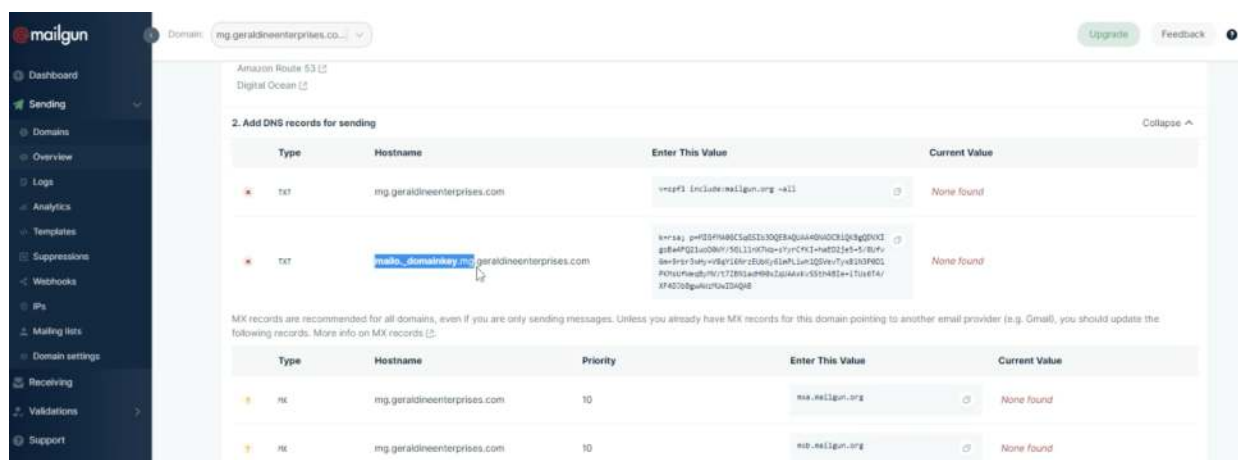
Select **TXT Record** from the dropdown

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A. Host:

it's a bit tricky but the key here is to copy everything from the beginning until the subdomain part, **DO NOT** copy the main domain




Examples: copy the highlighted part

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Type	Hostname	Enter this value
✓ TXT	helpdesk.gohighlevel.com	v=spf1 include:mailgun.org ~all 
✓ TXT	mx._domainkey .helpdesk.gohighlevel.com	k=rsa; p=MIGfMA0GCSqGSIb3DQEBAQUAA4GNADCBiQKBgQDjnVxPDdSPFpnRMGfU07fn5b4Ev6ZqDaQbDL25GHZJ5KMoNl3A/9e4EHUgBm3wNBjFAT4WTyWwagWa/UuDGN20BJcdPtPZKbfcswnHfpKu0e7wdWR7hFFNzSx1YbdDFIGzQo151Lxbmsb1vENY4FE/PPoAcMRtW8qzoPjwUxIgJQIDAQAB 

DKIM

You can create up to 3 DKIM keys per domain.

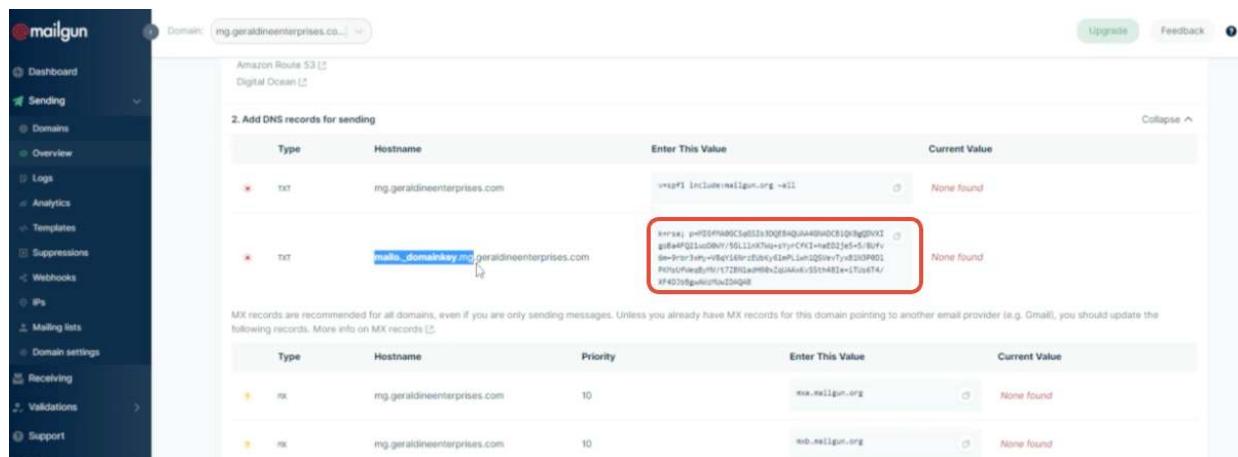
Status	Hostname
Active	mailo._domainkey .funnelmail.com 

Example 1 using subdomain

Example 2 using main domain:

B. Value: we will paste the second long TXT record here

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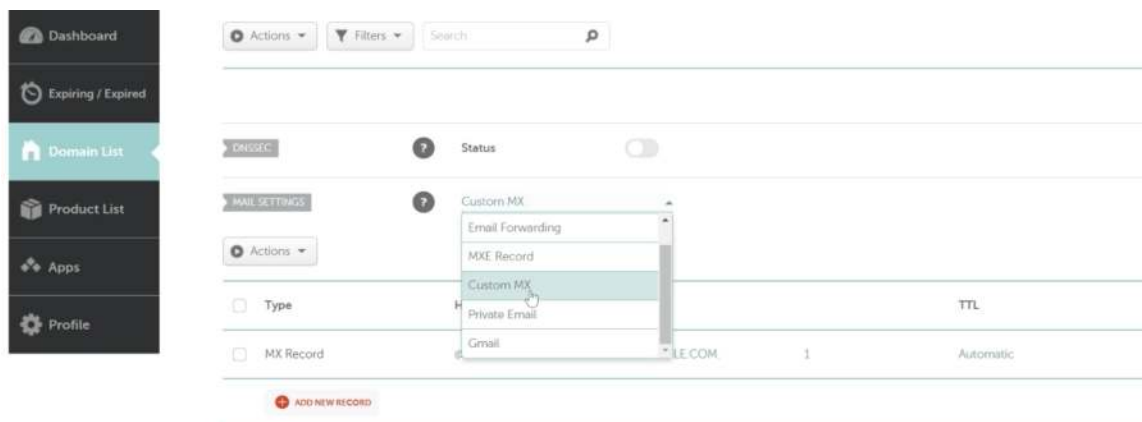


C. Click on the green check

To add the 1st MX records

Scroll down to **MAIL SETTINGS**

Switch the dropdown to **Custom MX**



This will affect your existing Gsuite account to capture incoming emails for the main domain if you have **Gmail** selected originally. Make sure you are using a subdomain for Mailgun. Check out [Can I Use the Same Domain Name for Mailgun and for Google Apps \(Or Another Email Server\)?](#)

You will need to add back **5 MX records** for Google Gmail:

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Host	Time to Live (TTL*)	Priority	Value
@	3600	1	ASPMX.L.GOOGLE.COM
@	3600	5	ALT1.ASPMX.L.GOOGLE.COM
@	3600	5	ALT2.ASPMX.L.GOOGLE.COM
@	3600	10	ALT3.ASPMX.L.GOOGLE.COM
@	3600	10	ALT4.ASPMX.L.GOOGLE.COM

Once you add back all **FIVE** MX records above, we can then add our MX records for Mailgun

Click on **Add New Record**

The screenshot shows the Namecheap DNS management interface. On the left is a sidebar with navigation links: Domain List, Product List, Apps, and Profile. The main area displays the 'MAIL SETTINGS' for a domain, with a dropdown menu set to 'Custom MX'. Below this is a table of existing MX records. A red box highlights the 'ADD NEW RECORD' button. A green arrow points to the table with the text 'We need 5 google records here, not just on e'. Below the table, a new MX record is being added. The fields are: Host (labeled 'A' and containing 'mg'), Value (labeled 'B' and containing 'mx1.mailgun.org'), Priority (labeled 'C' and containing '10'), and TTL (labeled 'D' and set to 'Automatic'). A red 'X' icon is next to the TTL field. At the bottom, there are buttons for 'ADD NEW RECORD' and 'SAVE ALL CHANGES'.

A. Host:

Depending on the subdomain you are trying to set up, if you are trying to set up

[mg.companynamename.com](#) The host name will be **mg**

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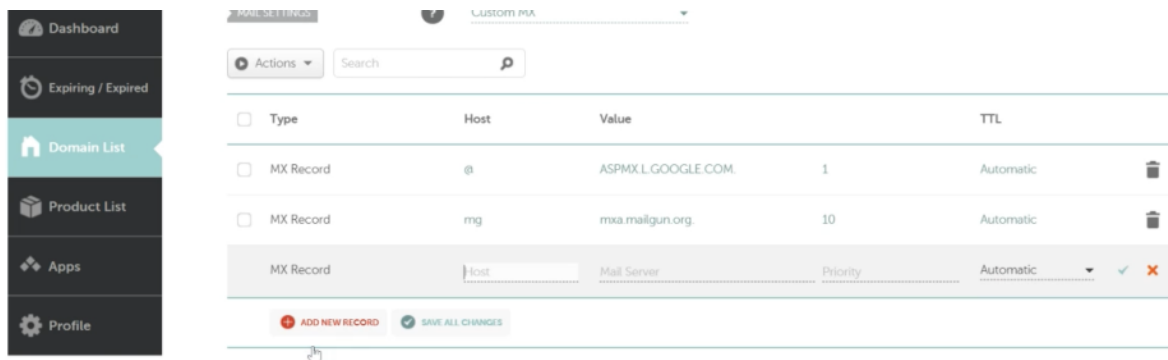
[replies.companyname.com](#) The host name will be **replies**

If you are setting up a main domain like companyname.com, the host name will be @

B. Value: paste the following data mxa.mailgun.org

C. Priority is 10

D. Click the green check



To add the 2nd MX records

A. Host:

Depending on the subdomain you are trying to set up, if you are trying to set up

[mg.companyname.com](#) The host name will be **mg**

[replies.companyname.com](#) The host name will be **replies**

If you are setting up a main domain like companyname.com, the host name will be @

B. Value: paste the following data mxs.mailgun.org

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C. Priority is **10**

D. Click the green check

Type	Host	Value	TTL
MX Record	@	ASPMXL.GOOGLE.COM.	1
MX Record	mg	mx1.mailgun.org	10
MX Record	mg	mx1.mailgun.org	10

To add the CNAME record

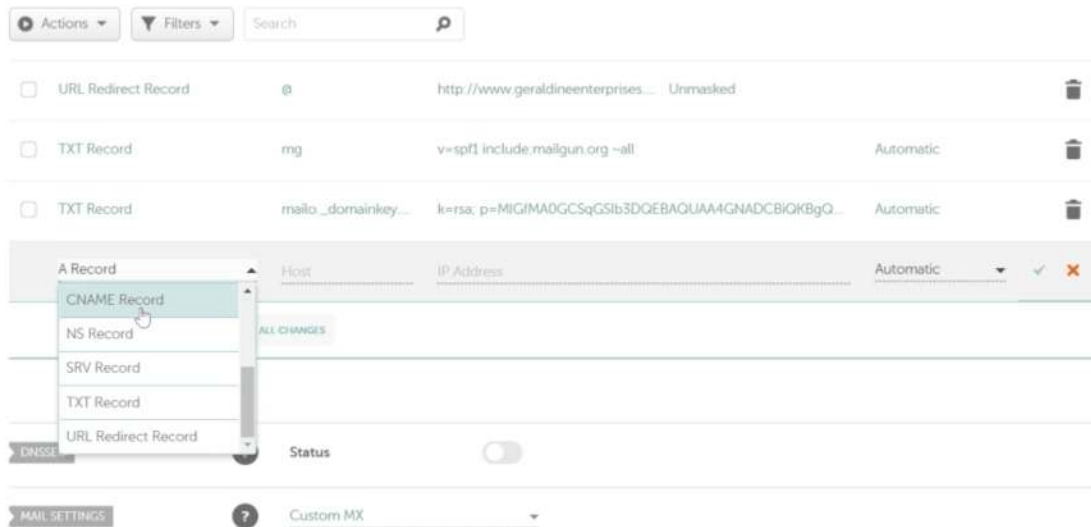
Scroll back up to the top section named HOST RECORDS

Click on Add New Record

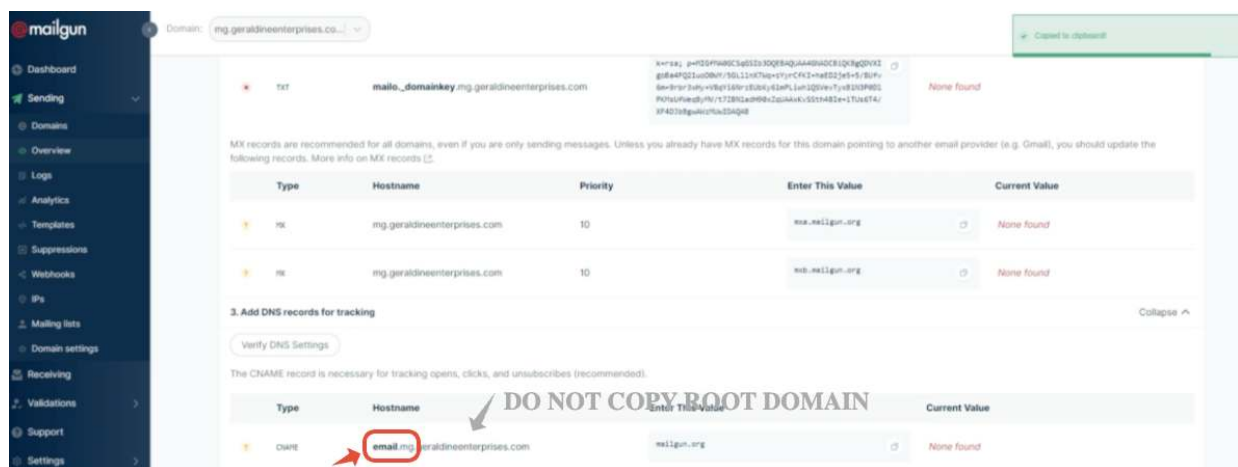
Type	Host	Value	TTL
CNAME Record	www	parkingpage.namecheap.com.	30 min
URL Redirect Record	@	http://www.geraldineenterprises.com	Unmasked
TXT Record	mg	v=spf1 include:mailgun.org ~all	Automatic
TXT Record	mailo...domainkey...	k=rsa; p=MIGfMA0GCSqGSIb3DQEBAQUAA4GNADCBiQKBgQ...	Automatic

Select **CNAME Record** from the dropdown

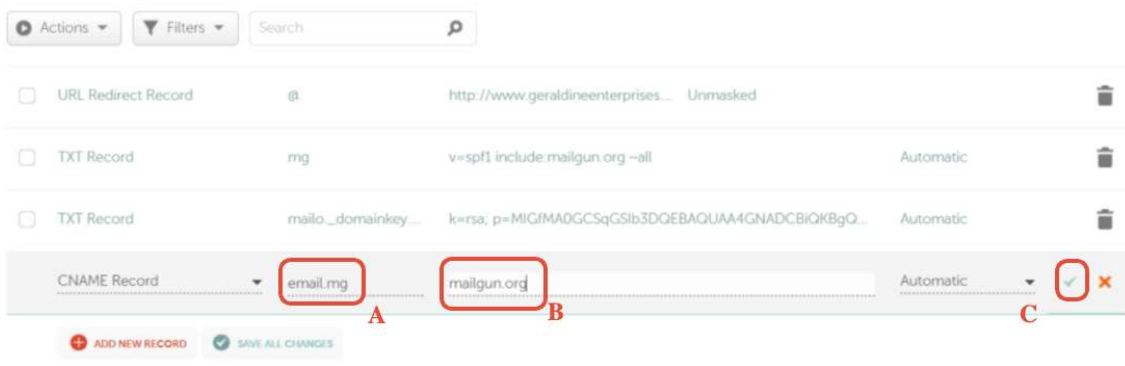
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Head back to Mailgun to copy the host name, it's a bit tricky but the key here is to copy everything from the beginning until the subdomain part, **DO NOT** copy the main domain



Go back to Namecheap:



A. Host:

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Depending on the subdomain you are trying to set up, if you are trying to set up

mg.companyname.com The host name will be **emailmg**

replies.companyname.com The host name will be email.replies

If you are setting up a main domain like companyname.com, the host name will be email

B. Value: paste the following data mailgun.org

C. Click the green check

Now that you have added 5 records, Go back to Mailgun and click on **Verify DNS Settings**

Click the same button to **Verify DNS Settings** again if some records are still not showing the green checkmark

✖ TXT **mailo_domainkey.mg.geraldineenterprises.com** `key=rsa: p=nt0r7w0C3q0s1030Q8BqUAA40W0C81QK8GQVX1
g0BaFQ21uo0WY/56L11nK7Iq=sYrCfCI+haE02jes+5/BU4v
6e=8r0r3nHy+V8qY16lrzEUsKy61mPL1u01Q5VevTyx8103P801
P07stP1edBy9V/+77IBn1La0H0x2qUAAxk:55th48Ie+1Tuc6T4/
XF40J08guAlz0h3DQ48` None found

MX records are recommended for all domains, even if you are only sending messages. Unless you already have MX records for this domain pointing to another email provider (e.g. Gmail), you should update the following records. More info on MX records [↗](#)

Type	Hostname	Priority	Enter This Value	Current Value
MX	mg.geraldineenterprises.com	10	ma.mailgun.org	None found
MX	mg.geraldineenterprises.com	10	mb.mailgun.org	None found

3. Add DNS records for tracking Collapse ^

Verify DNS Settings

The CNAME record is necessary for tracking opens, clicks, and unsubscribes (recommended).

Type	Hostname	Enter This Value	Current Value
CNAME	email.mg.geraldineenterprises.com	mailgun.org	None found

4. Wait for your domain to verify Collapse ^

Once you make the above DNS changes it can take 24-48hrs for those changes to propagate. We will email you to let you know once your domain is verified.

Verify DNS Settings

Once you add all the DNS records and verify, you can grab the [Mailgun API Key](#) -