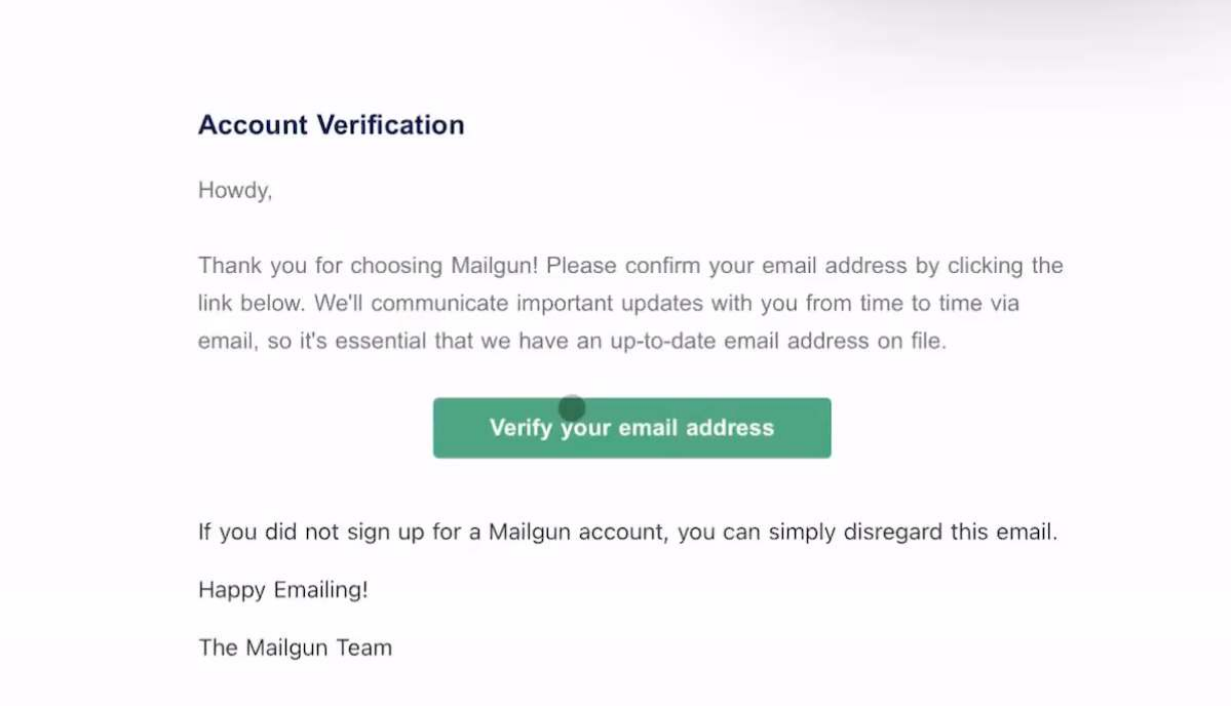
CITK

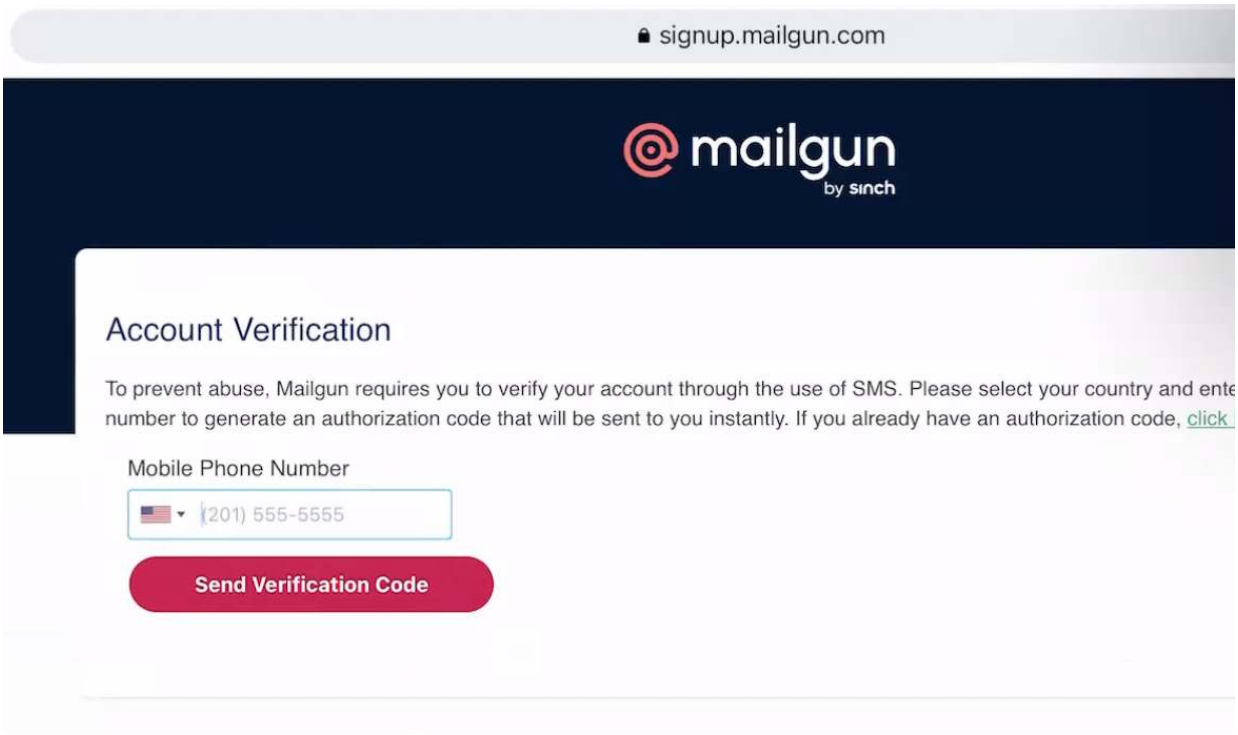
Namecheap Domain Setup

Step-by-step Mailgun Setup - Namecheap Domain Setup

1. Sign up for Mailgun.com

2. Check your email inbox to verify the email address





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,

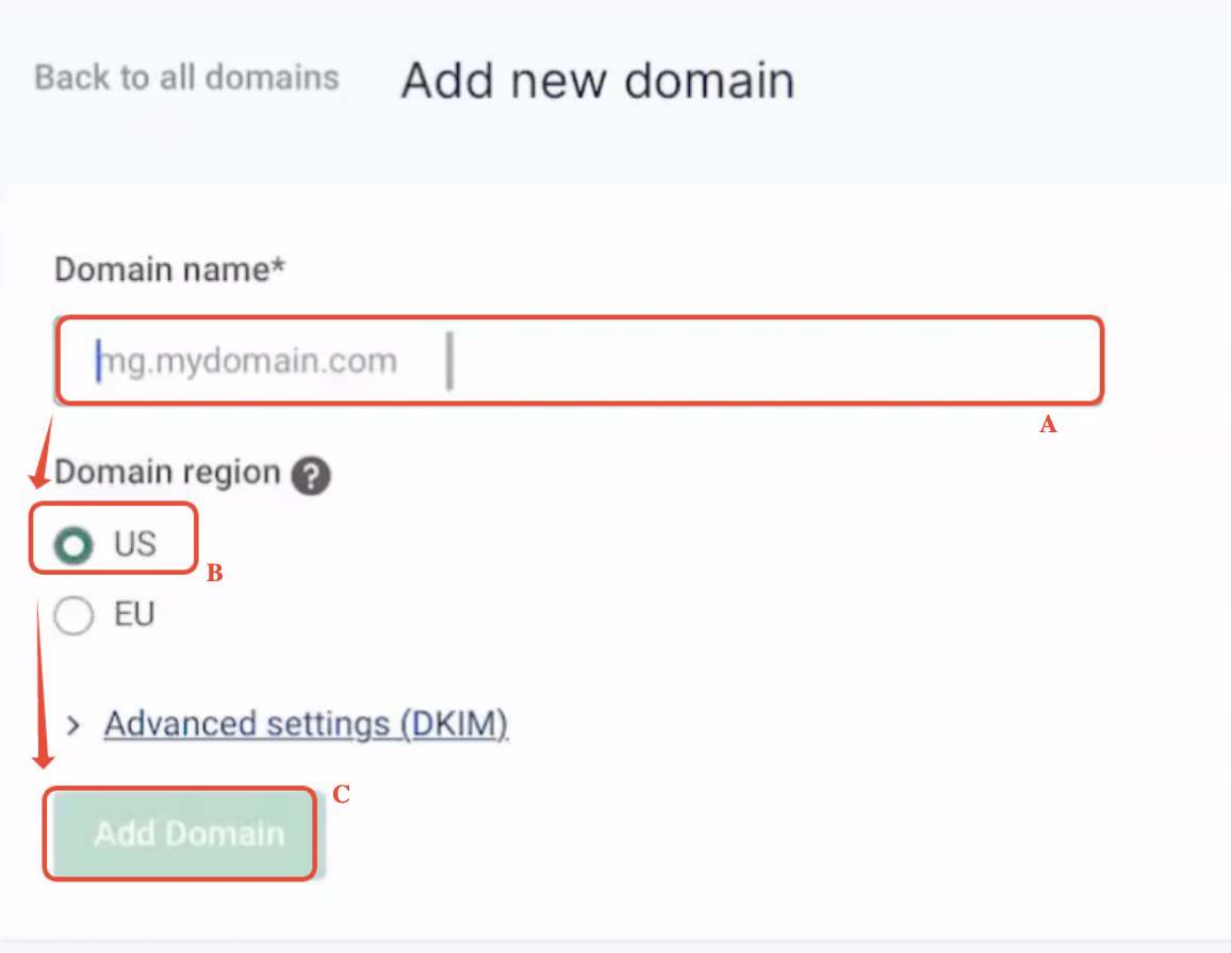
it should not be used with Gsuite, or any other email provider

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.**

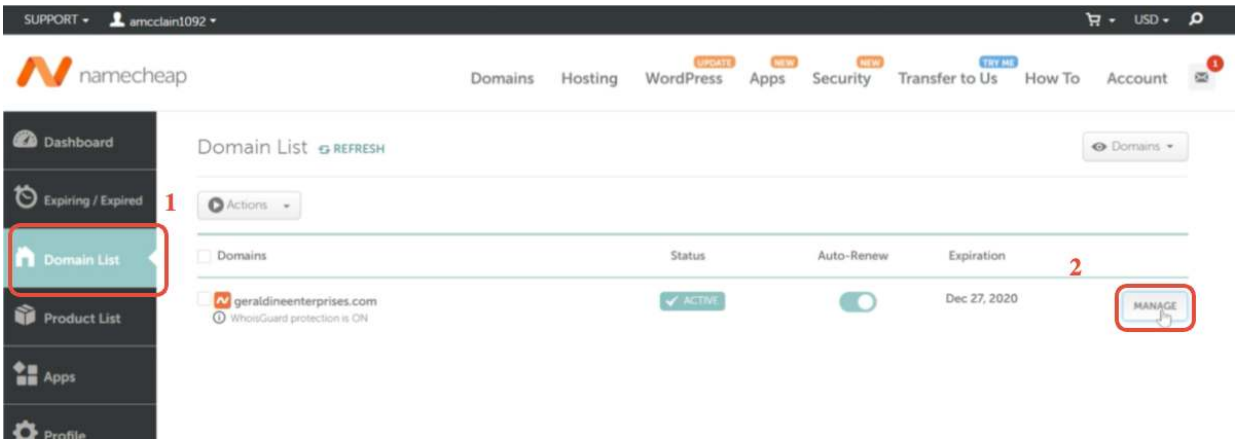
C. Click on **Add domain**



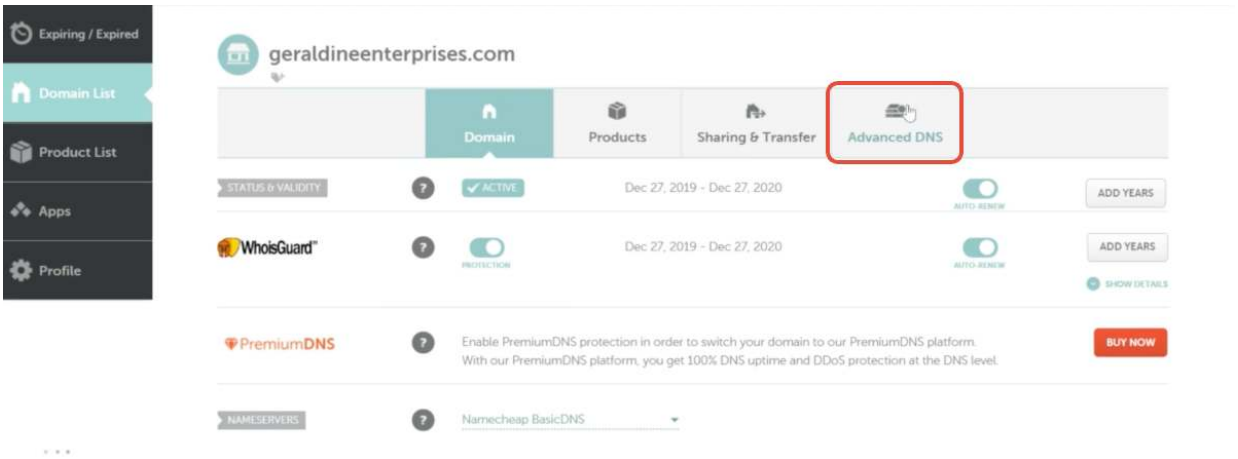
5. Now log in to your DNS records based on where you get the domain and add the 5 DNS records.

Log in to Namecheap.com

Click on **Domain List** > **Manage**

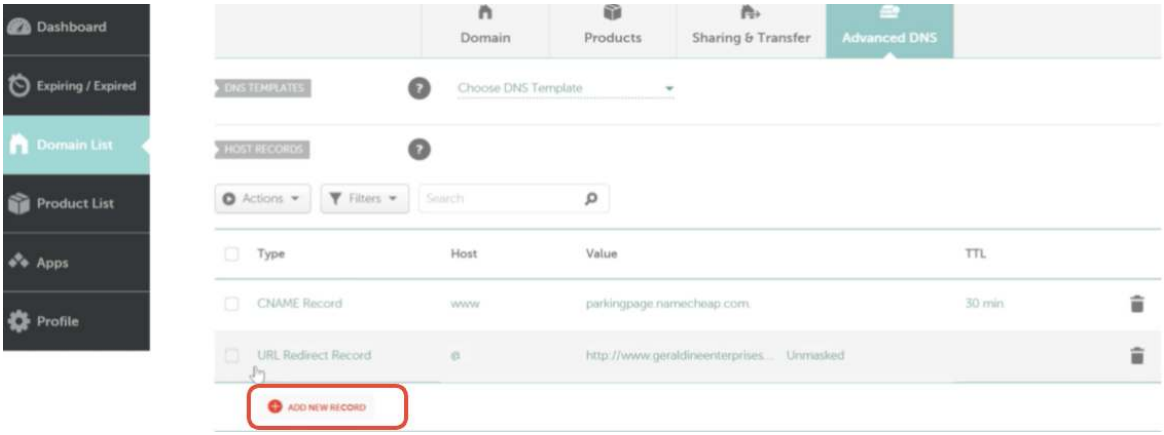


Click on **Advanced DNS**, we are going to add 5 DNS records

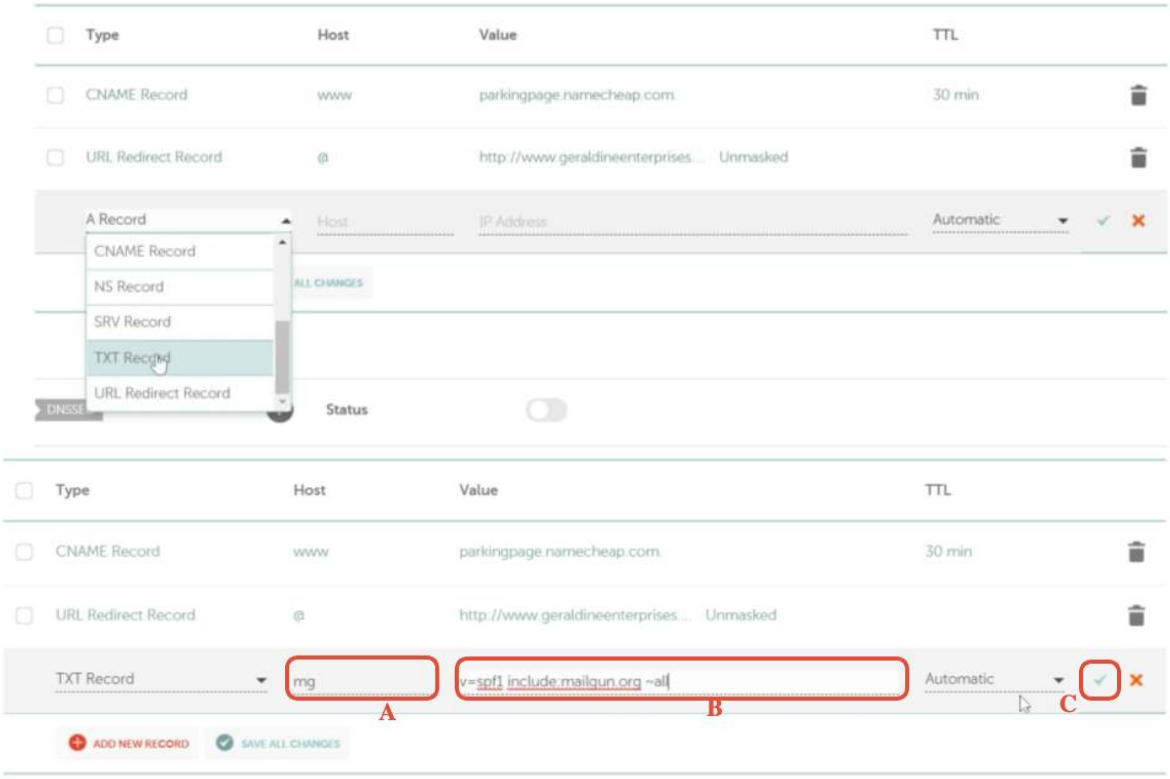


To add the 1st TXT record

Click on **Add New Record**



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

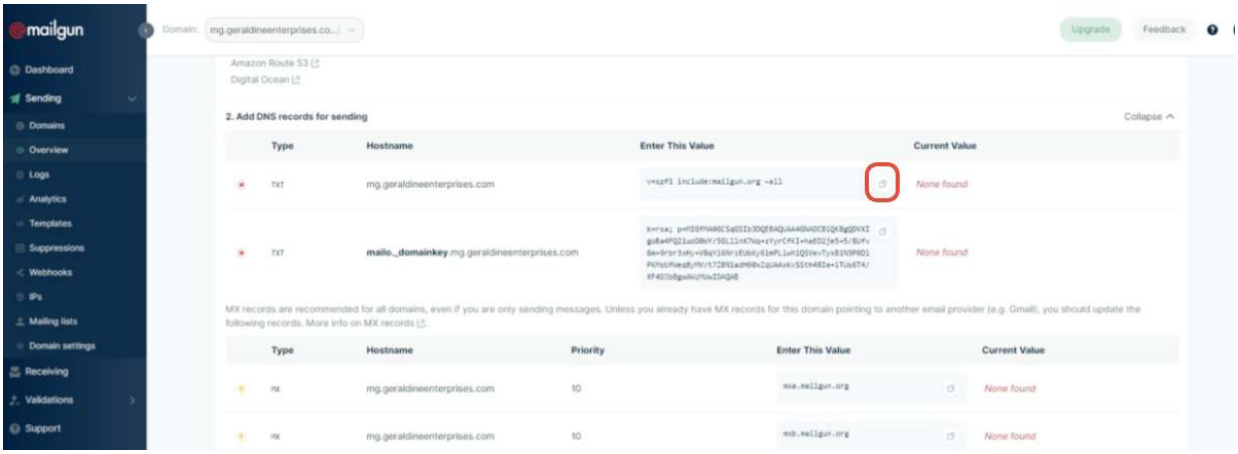
mg.companyname.com The host name will be **mg**

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**

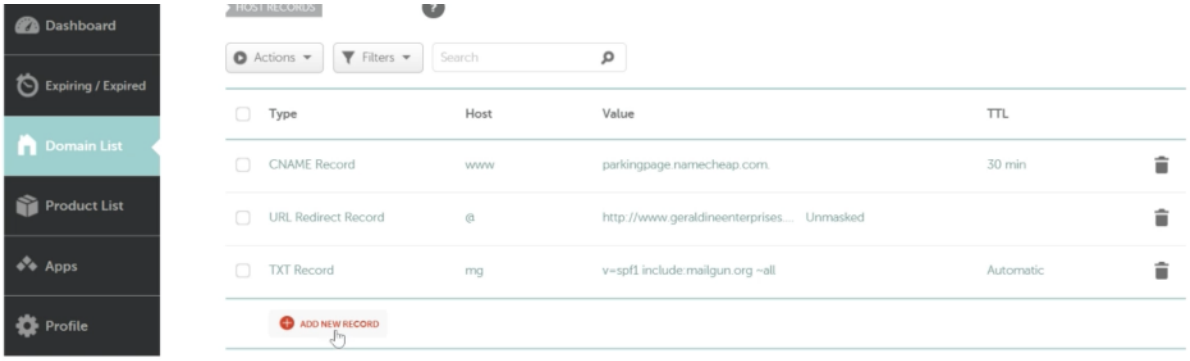
Value: we will paste the first copied TXT record here v=spf1 include:mailgun.org ~all



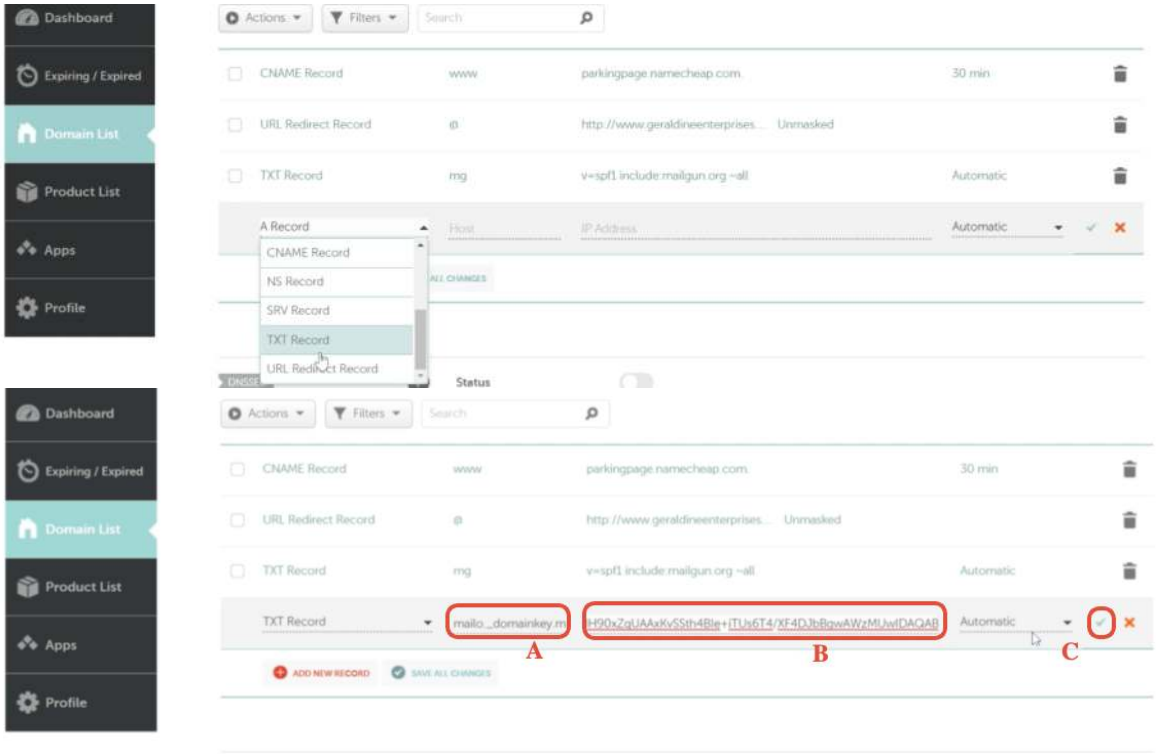
C. Click on the green check

To add the 2nd TXT record

Click on **Add New Record**

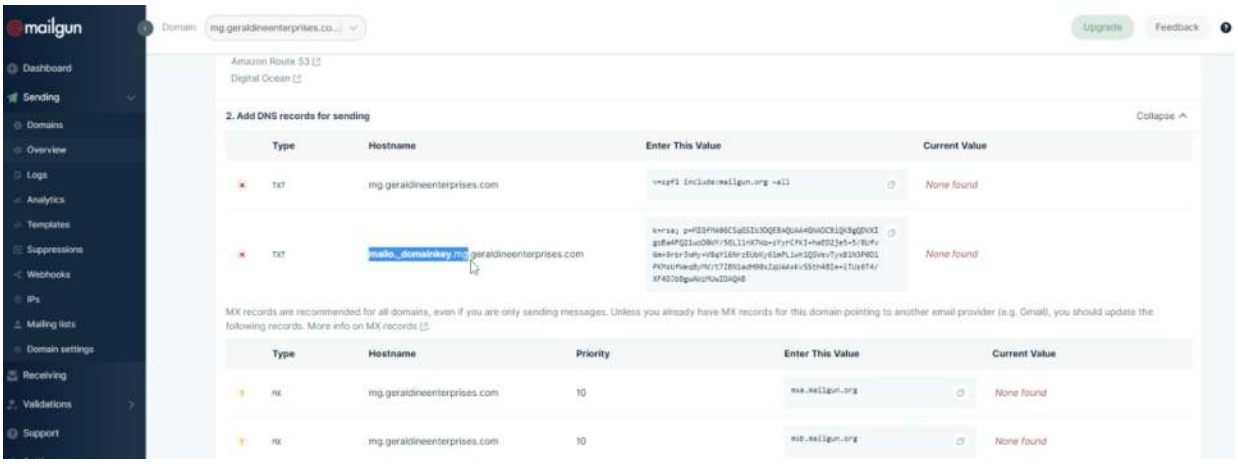


Select **TXT Record** from the dropdown



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**

	Type	Hostname	Enter this value
✓	TXT	helpdesk.gohighlevel.com	v=spf1 include:mailgun.org ~all
✓	TXT	mx._domainkey.helpdesk.gohighlevel.com	k=rsa; p=MIGfMA0GCSqGSIb3DQEBAQUAA4GNADCBiQKBgQDjnVxPDdSPFpnRMGfUO7fn5b4Ev6ZqDaQbDL25GHzJ5KMoNl3A/9e4EHUgBm3wNBjFAT4WTyWwagWa/UuDGN20BJcdPtPZKbfcswnHfpKuOe7wdWR7hFFNzSx1YbdDFIGzQo151Lxbmsb1vENY4FE/PPoAcMRtW8qzoPjwUxIgJQIDAQAB

DKIM

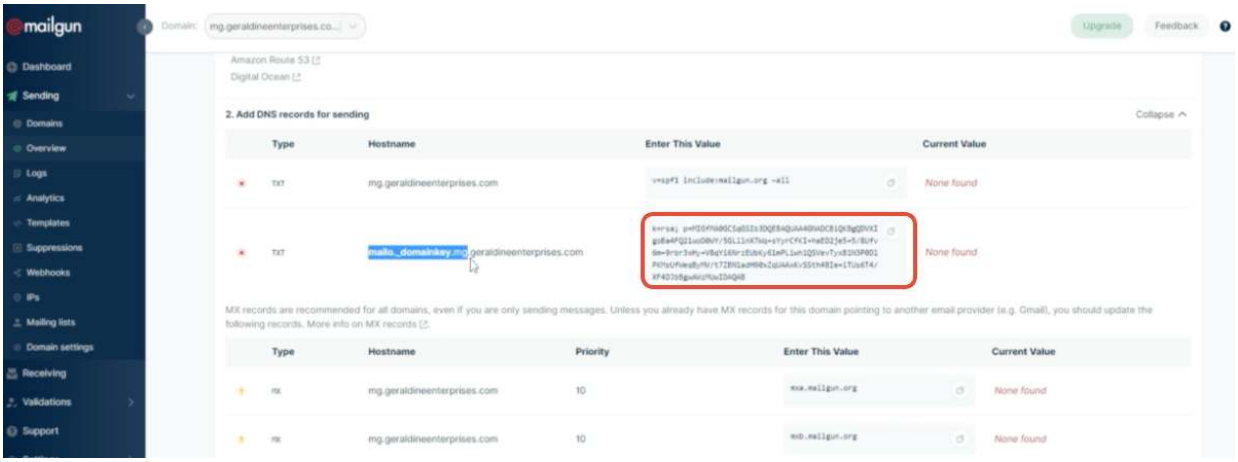
You can create up to 3 DKIM keys per domain.

Status	Hostname
Active	mailo._domainkey.funnelsmail.com

Example 1 using subdomain

Example 2 using main domain:

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

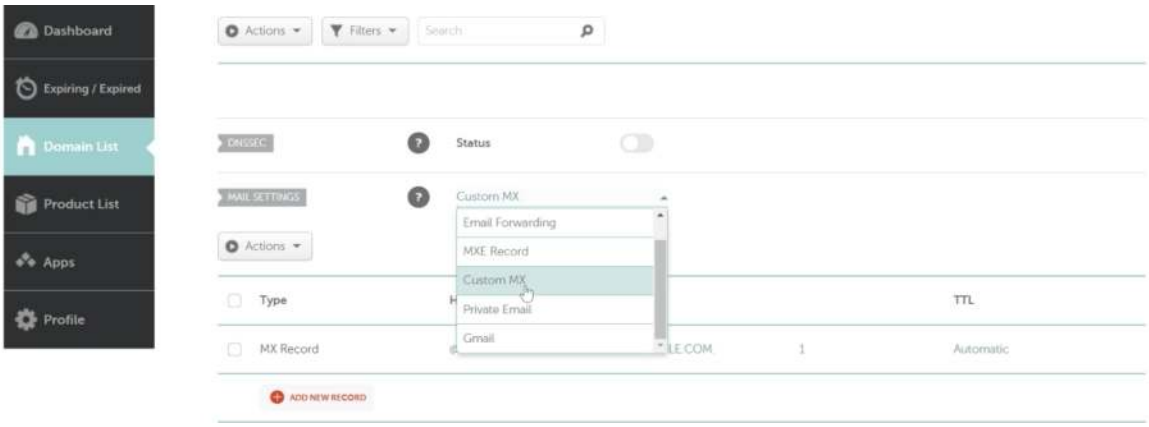


C. Click on the green check

To add the 1st MX records

Scroll down to **MAIL SETTINGS**

Switch the dropdown to **Custom MX**



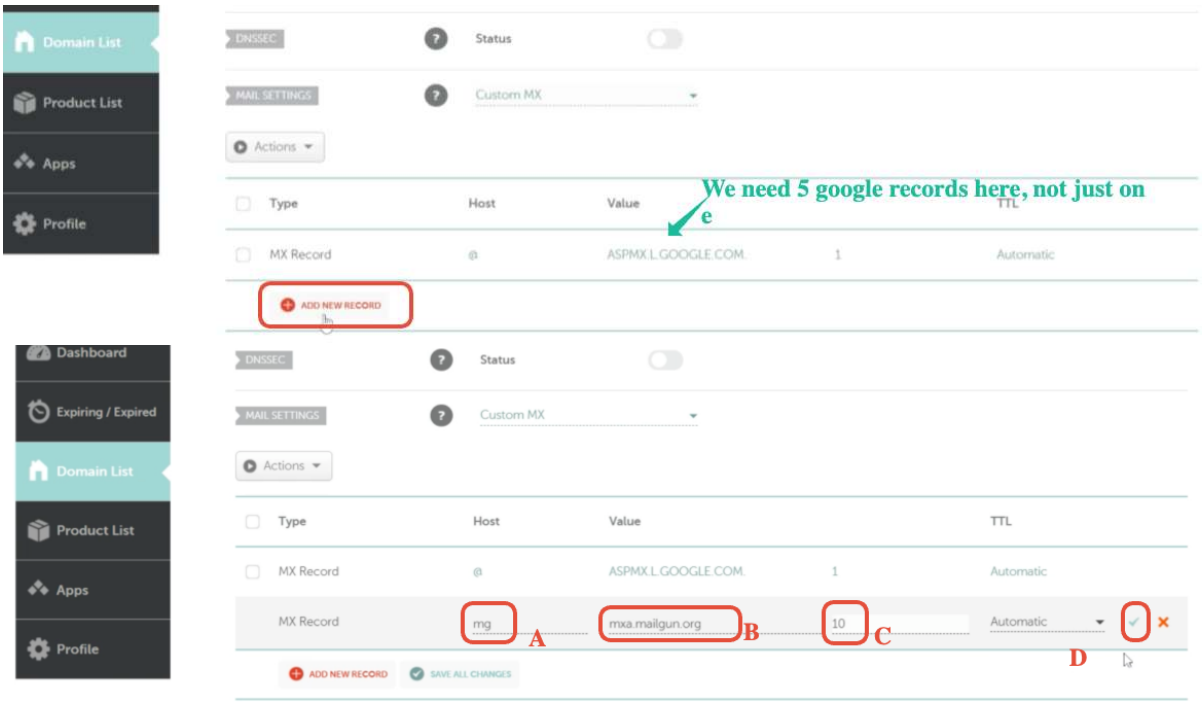
This will affect your existing Gsuite account to capture incoming emails for the main domain if you have **Gmail** selected originally. Make sure you are using a subdomain for Mailgun. Check out Can I Use the Same Domain Name for Mailgun and for Google Apps (Or Another Email Server)?

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

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**



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**

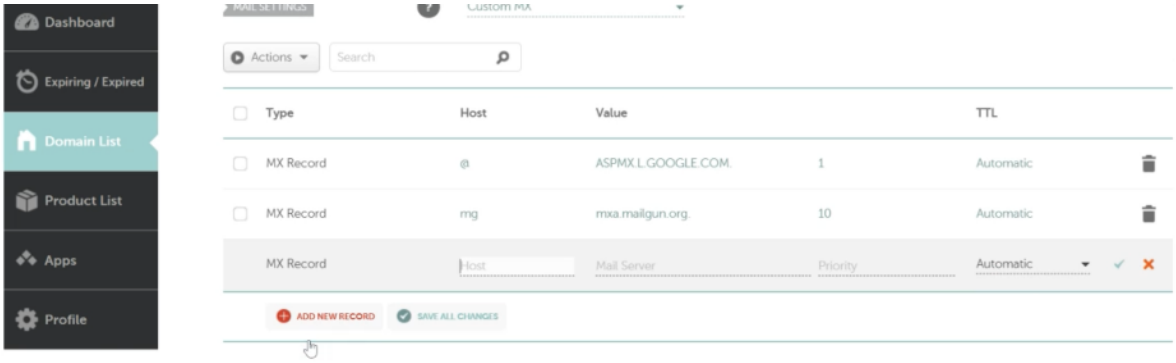
replies.companyname.com The host name will be **replies**

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

B. Value: paste the following data 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**

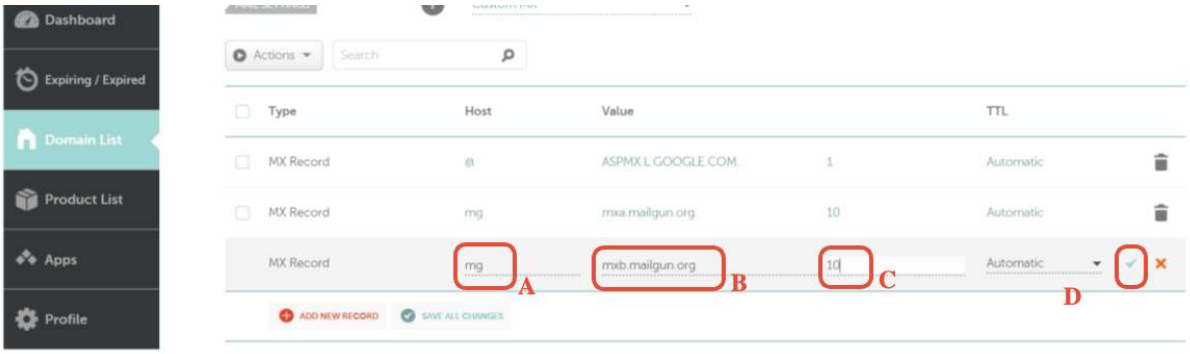
replies.companyname.com The host name will be **replies**

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

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

C. Priority is **10**

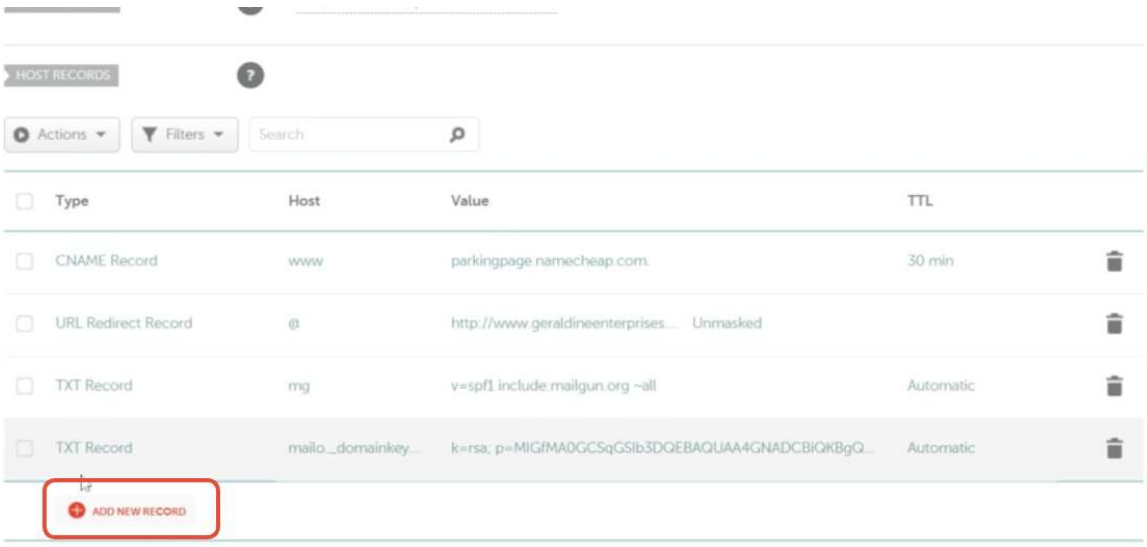
D. Click the green check



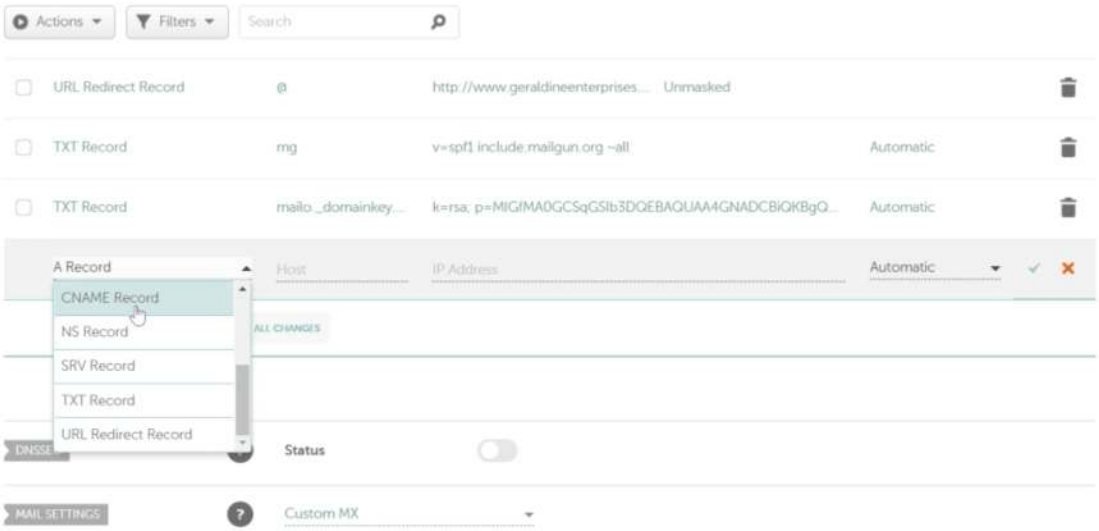
To add the CNAME record

Scroll back up to the top section named HOST RECORDS

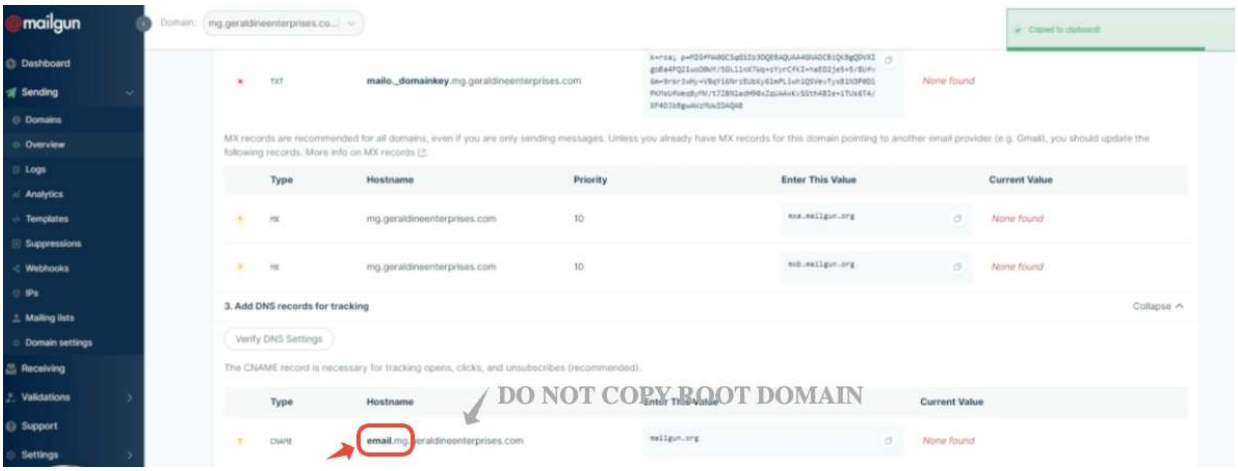
Click on Add New Record



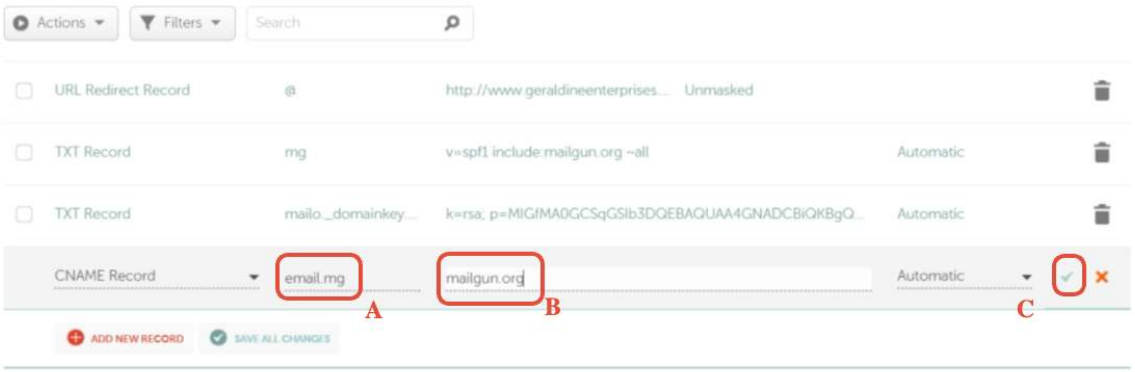
Select **CNAME Record** from the dropdown



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:

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 **email.mg**

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

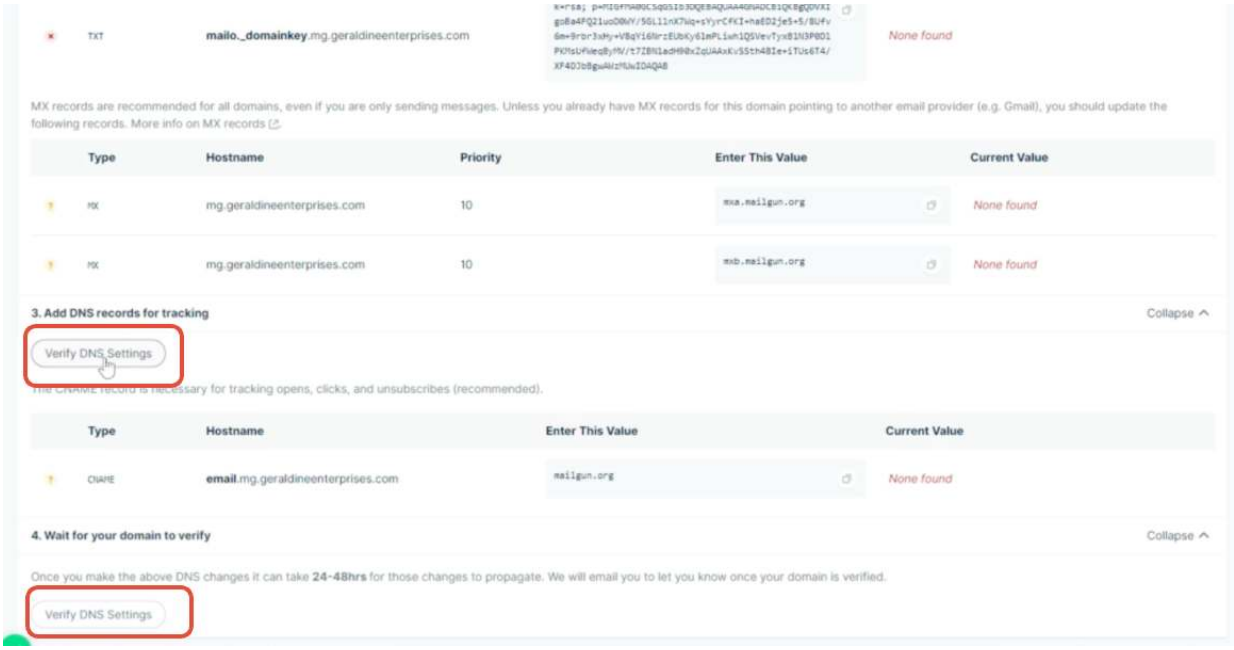
If you are setting up a main domain like companyname.com, the host name will be email

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



Once you add all the DNS records and verify, you can grab the Mailgun API Key -