

CITK

Siteground Domain Setup



Step-by-step Mailgun Setup - Siteground 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.

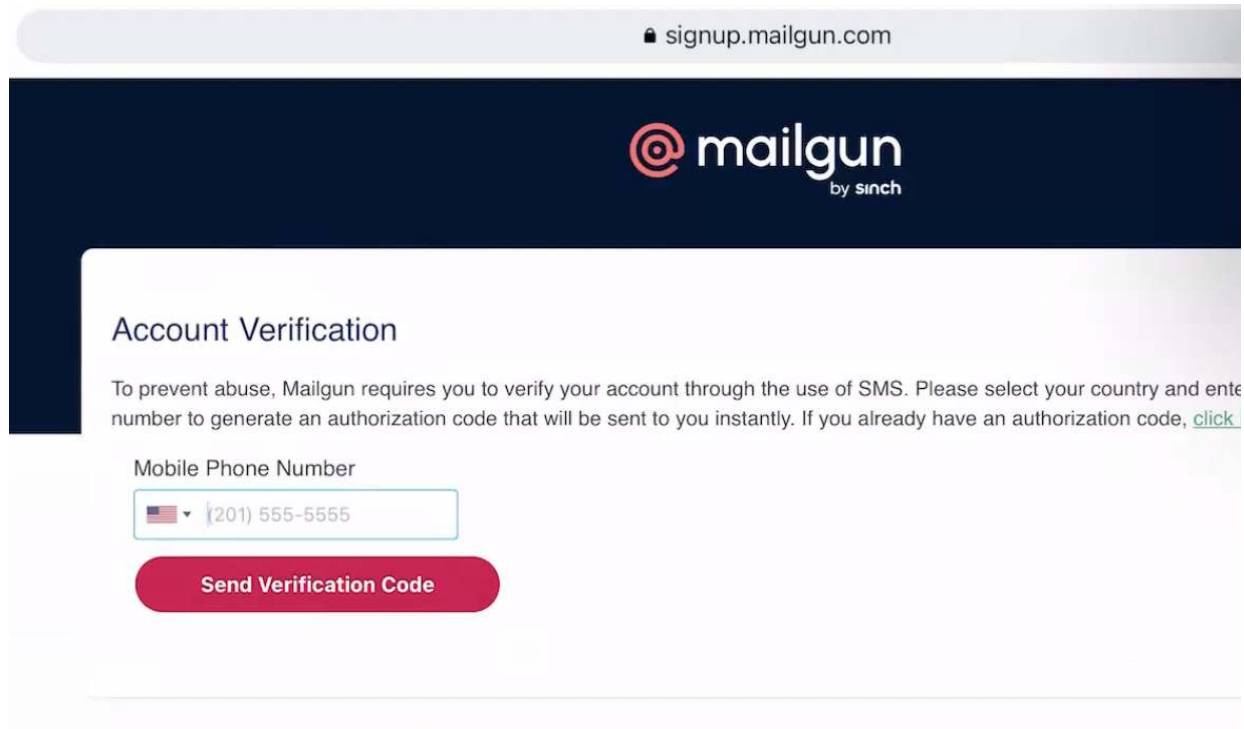
[Verify your email address](#)

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 USA) and a text input field containing "(201) 555-5555". A red button labeled "Send Verification Code" 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 Siteground. 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 the 'Domain region' section, which has a question mark icon. It contains two radio button options: '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'.

The next screen that you're taken to will ask you to add DNS records to your domain. Leave this screen open for the next step.

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The screenshot shows the 'DNS records' page for the domain 'testdocs.myexample.com'. The interface includes a sidebar with navigation links: Dashboard, Reporting, Sending, Receiving, and Verifications. The main content area has tabs for 'Domain settings', 'DNS records', 'SMTP credentials', and 'Sending API keys'. Under 'DNS records', there are sections for 'Sending records' and 'Receiving records'. The 'Sending records' section contains two TXT records: one for 'testdocs.myexample.com' with value 'v=spf1 include:mailgun.org ~all' and another for 'pic_domainkey.testdocs.myexample.com' with a long DKIM key. The 'Receiving records' section contains two MX records, both pointing to 'mx1.mailgun.org' with priority 10. A 'Tracking records' section is also visible, noting that a CNAME record is necessary for tracking opens, clicks, and unsubscribes.

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

To add the 1st TXT record

To Add your first TXT record, Log in to Siteground

Go to **Site Tools > Domain > DNS Zone Editor**

The screenshot shows the 'DNS Zone Editor' interface. On the left is a sidebar with navigation links: Go To My Account, Dashboard, Site, Security, Speed, WordPress, Domain, Subdomains, Redirects, DNS Zone Editor (highlighted), Email, and Statistics. The main content area has a title 'DNS Zone Editor' and a description of DNS. Below this is a 'Create New Record' section with tabs for A, AAAA, CNAME, MX, SRV, and TXT. The 'A' tab is selected, and a dropdown menu shows 'yourdomainname.com'. A warning box indicates that an active CDN is present, preventing modification of A and AAAA records. At the bottom, there is a table for 'Manage DNS Records' with columns for Type, Name, Value, and Actions.

In the Create New Record section

Go To My Account

Dashboard

Site

Security

Speed

WordPress

Domain

Parked Domains

Subdomains

Redirects

DNS Zone Editor

DNS Zone Editor

The Domain Name Service (DNS) is a system that translates human-readable domain names into IP addresses. To do that, the DNS reads from the DNS zone file which consists of a number of zone records. Zone records instruct your domain name where to look for your site and email, set up domain aliases, add rules or additional information to your domain.

Create New Record

A

A AAAA CNAME MX SRV **TXT**

Name

B Leave empty for root domain .yourdom...

TTL

24 hours

Value

C v=spf1 include:mailgun.org ~all

D CREATE

A. click on the **TXT** tab

B. Name: different for everyone, **DO NOT INCLUDE THE ROOT DOMAIN**

- 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 @ or leave empty

C. Value: Same for everyone

paste the following record

v=spf1 include:mailgun.org ~all

D. Click on Create

To add the 2nd TXT record

Click on **+ Add Record** again

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Go To My Account

Dashboard

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DNS Zone Editor

DNS Zone Editor

The Domain Name Service (DNS) is a system that translates human-readable domain names into IP addresses. To do that, the DNS reads from the DNS zone file which consists of a number of zone records. Zone records instruct your domain name where to look for your site and email, set up domain aliases, add rules or additional information to your domain.

Create New Record

A

B

C

D

NAME

Value

TTL

24 hours

CREATE

A. click on the **TXT** tab

B. Name: it's a bit tricky but the key here is to copy everything from the beginning until the subdomain part, **DO NOT INCLUDE THE ROOT DOMAIN**


****Everyone's 2nd TXT record host name and value is different**

Examples: copy the **highlighted part ONLY** and paste it in the Name field

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/UuDGN20BJcdPtPZKbfcswHfpKu0e7wdWR7hFFNzSx1YbdDFIGzQo151Lxbmsb1vENY4FE/PPoAcMRtW8qzoPjwUxIgJQIDAQAB

DKIM

You can create up to 3 DKIM keys per domain.

Status	Hostname
Active	mailo._domainkey.funnelsmail.com 

Example 1 using subdomain:

Copy mx._domainkey.helpdesk as the host name

Example 2 using main domain:

Copy mailo._domainkey as the host name

C. Value: Head back to Mailgun and Copy and paste the 2nd TXT record here highlighted in the screenshot below

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Domain settings DNS records SMTP credentials

Sending records

TXT records (known as SPF & DKIM) are required to send and receive email with Mailgun.

Type	Hostname	Enter this value
TXT	mail.yourdomain.com	v=spf1 include:mailgun.org ~all
TXT	mx_domainkey.mail.yourdomain.com	k=rsa; p=MIGfMA0GC5qGS1b3DQEBAQUAA4GNADCB1QKB Cn0yQyohqxvoVn1TMe2JFM30epYdo4Aeub+0bSAXdBG4F tVEqq17ejUm7yVeKRhGakzHP9739/D72zjewblVnaSWmI Po9QI44bFd9wpyomiw2wH7HDQDbFtIX4ZcbFuG0XW1J6 lpY03UyLEy06LDEdXU4RZgMZyrGyVXwIDAQAB

D. Click on **Create**

To add the 1st MX records

Receiving records

MX records are recommended for all domains, even if you are only sending messages. Unless you already have MX records for @mail update the following records. More info on MX records [↗](#).

Type	Hostname	Priority	Enter this value
MX	mail.yourdomain.com	10	mx1.mailgun.org
MX	mail.yourdomain.com	10	mx2.mailgun.org

Click on the **MX** tab > Select **Add your own MX records**

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The screenshot shows the Siteground DNS Zone Editor interface. On the left is a sidebar with navigation links: Go To My Account, Dashboard, Site, Security, Speed, WordPress, Domain (highlighted), Email, Statistics, and Devs. Under the Domain section, there are links for Parked Domains, Subdomains, Redirects, and DNS Zone Editor. The main content area is titled "DNS Zone Editor" and includes an introductory text about DNS. Below this is a "Create New Record" section with tabs for A, AAAA, CNAME, MX (selected), SRV, and TXT. Under the MX tab, there are three radio button options: "Switch to Google MX records", "Switch to system default MX records", and "Add your own MX records" (which is selected and highlighted with a red box). To the right of these options is an "IMPORTANT" note about record propagation and a link to "DOMAIN POINTING INSTRUCTIONS". Below the "Create New Record" section is a "Manage DNS Records" table. The table has columns for Type, Name, Value, and Actions. It contains one record with Type "A", Name "www.yourdomainname.com.", and Value "CDN Record".

If you have a Gsuite account to capture incoming emails for the main domain. Make sure you are using a subdomain for Mailgun. Check out [Can I Use the Same Domain Name for Mailgun and for Google Apps \(Or Another Email Server\)?](#)

This screenshot shows the "Create New Record" form for an MX record. The "MX" tab is selected. There are three radio button options: "Switch to Google MX records", "Switch to system default MX records", and "Add your own MX records" (which is selected). Below these options are four input fields: "Name" (labeled A), "TTL" (set to 24 hours), "Priority" (labeled B, set to 10), and "Destination" (labeled C, set to mx.mailgun.org). A "CREATE" button (labeled D) is at the bottom left.

A. Name: Different for everyone

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

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- [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. Priority is **10** which is also same for everyone no matter what domain you are trying to set

C. Destination: Same for everyone

paste the following data **mx.a.mailgun.org**

D. Click on **Create**

To add the 2nd MX records

Add another MX record again, this time Destination will be **mx**b**.mailgun.org**

Create New Record

A AAAA CNAME **MX** SRV TXT

☐ Switch to Google MX records ⓘ

☐ Switch to system default MX records ⓘ

☒ Add your own MX records ⓘ

Name **A** TTL 24 hours

Priority **B** 10 Destination **C** mx.a.mailgun.org **mx**b**.mailgun.org this time**

D **CREATE**

A. Name: Different for everyone

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. Priority is **10** which is also same for everyone no matter what domain you are trying to set

C. Destination: Same for everyone


paste the following data **mx.b.mailgun.org**

D. Click on **Create**

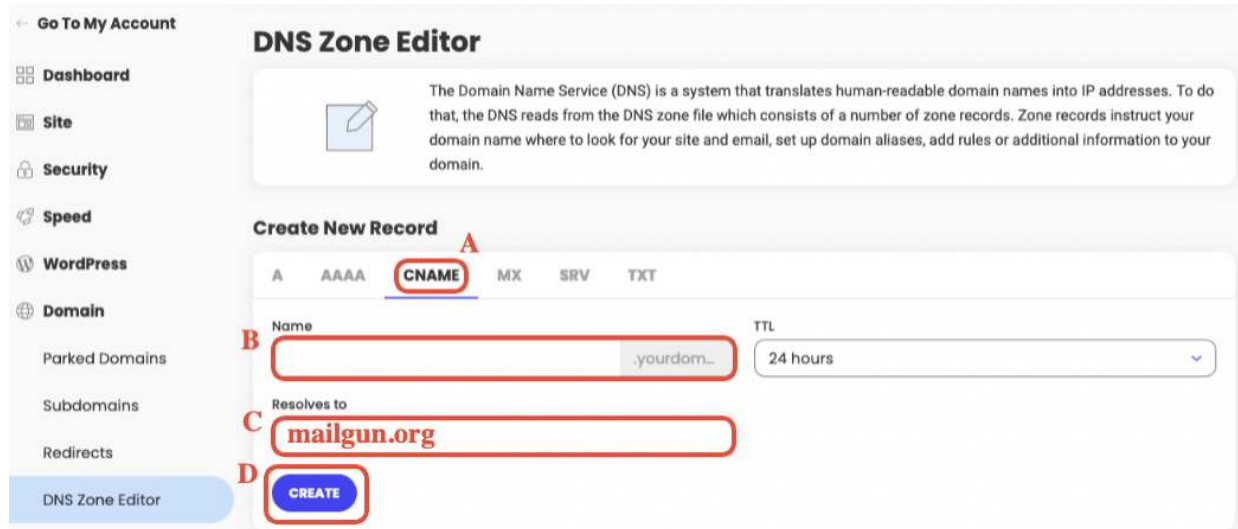
To add the CNAME record

Tracking records

The CNAME record is necessary for **tracking opens, clicks, and unsubscribes**.

Type	Hostname	Enter this value
 CNAME	email.mail.yourdomain.com	<input type="text" value="mailgun.org"/>

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A. Click on the **CNAME** tab

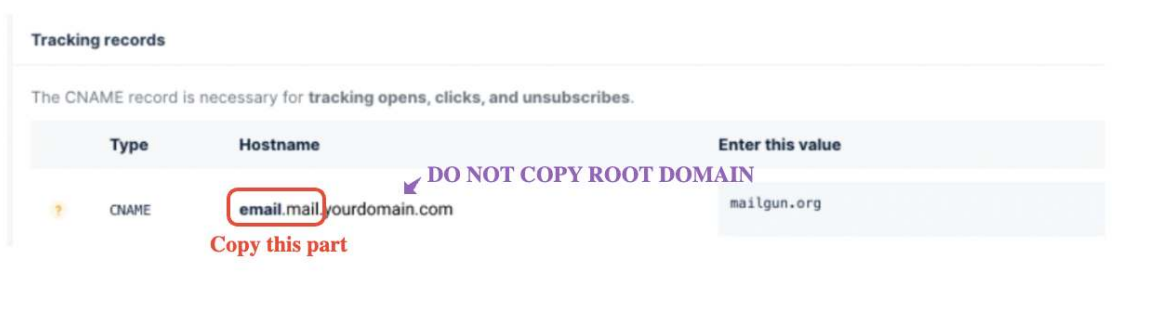
B. Name: Different for everyone

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**

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**



Type	Hostname	Enter this value
CNAME	email.mail.yourdomain.com	mailgun.org

C. Resolves to: Same for everyone

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paste the following data mailgun.org

D. Click on **Create**

Manage DNS Records

Type	Name	Value	Actions
CNAME	email.10minutemail.com.	is an alias of mailgun.org	edit delete
MX	10minutemail.com.	mail is hosted at mx1.mailgun.org with priority 20	edit delete
MX	10minutemail.com.	mail is hosted at mx2.mailgun.org with priority 10	edit delete
TXT	10minutemail.com.	k=rsa; p=...	edit delete
TXT	10minutemail.com.	v=spf1 include:mailgun.org ~all	edit delete

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

mailgun

Dashboard
Sending
Domains
Overview
Logs
Analytics
Templates
Suppressions
Webhooks
IPs
Marketing lists
Domain settings
Receiving
Validations
Support
Settings

Domain: mg.demohighlevel.com

Amazon Route 53 [L]

Digital Ocean [L]

2. Add DNS records for sending

Type	Hostname	Enter This Value	Current Value
TXT	mg.demohighlevel.com	vsfpfl include:mailgun.org ~all	None found
TXT	pic_domainkey.mg.demohighlevel.com	key: gwhfGPMAGCSq55Ts3DQEBaQJAAHnADCRJ0Khyl D1L+bcW1p000G5F816x87vPj3EAKJucHd+bn3K0UW883o r59u779GJ3Mj NEX14v371e17at1GvqvQhu585Tuc:c8 02p4w13QNAqBupH7F713DA5m+mc3E3Aqen1X8G1pBmc +pLz+4g13+WC10ETX888q71F1ARZ12AG4M	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 [L].

Type	Hostname	Priority	Enter This Value	Current Value
MX	mg.demohighlevel.com	10	mx1.mailgun.org	None found
MX	mg.demohighlevel.com	10	mx2.mailgun.org	None found

3. Add DNS records for tracking

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.demohighlevel.com	mailgun.org	mailgun.org

4. Wait for your domain to verify

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](#) - [Where to Find in Mailgun & Put in HighLevel](#)