

# CITK

## Siteground Domain Setup



# Step-by-step Mailgun Setup - Siteground Domain Setup

1. Sign up for [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.

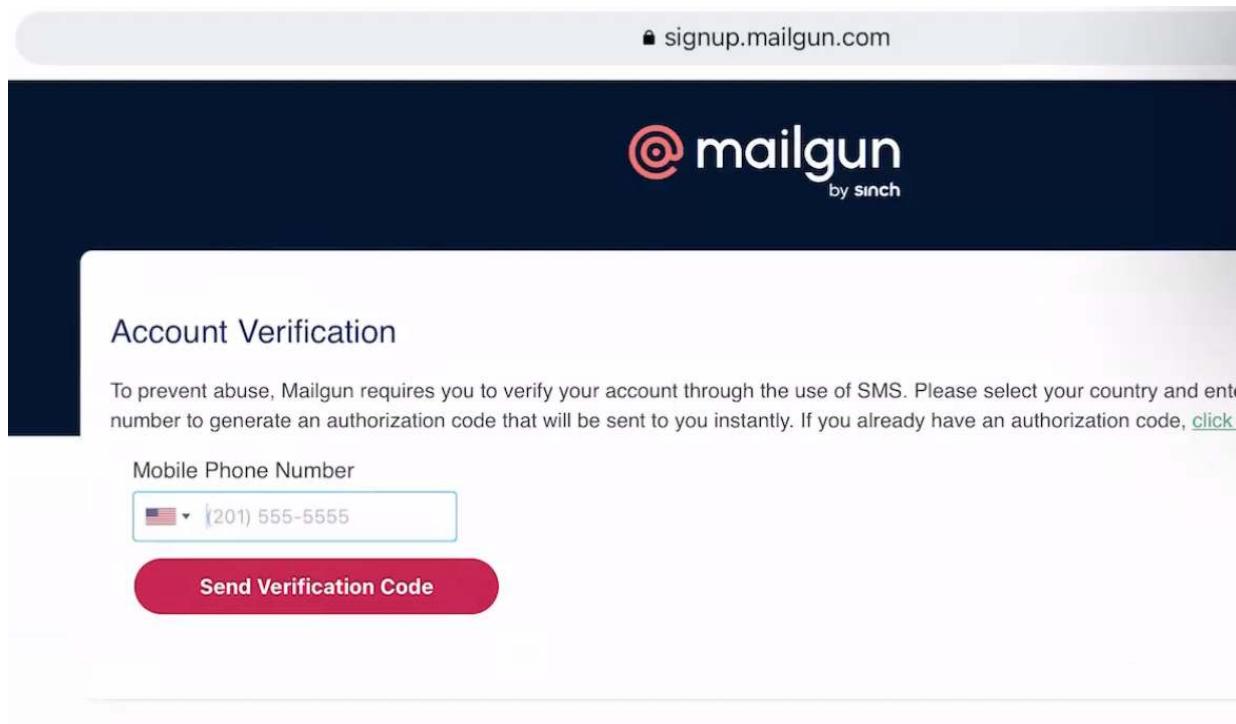
[Verify your email address](#)

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

Happy Emailing!

The Mailgun Team

# Siteground Domain Setup



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



### 4. If your domain is **companynname.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**

Back to all domains      Add new domain

Domain name\*

mg.mydomain.com

Domain region ?

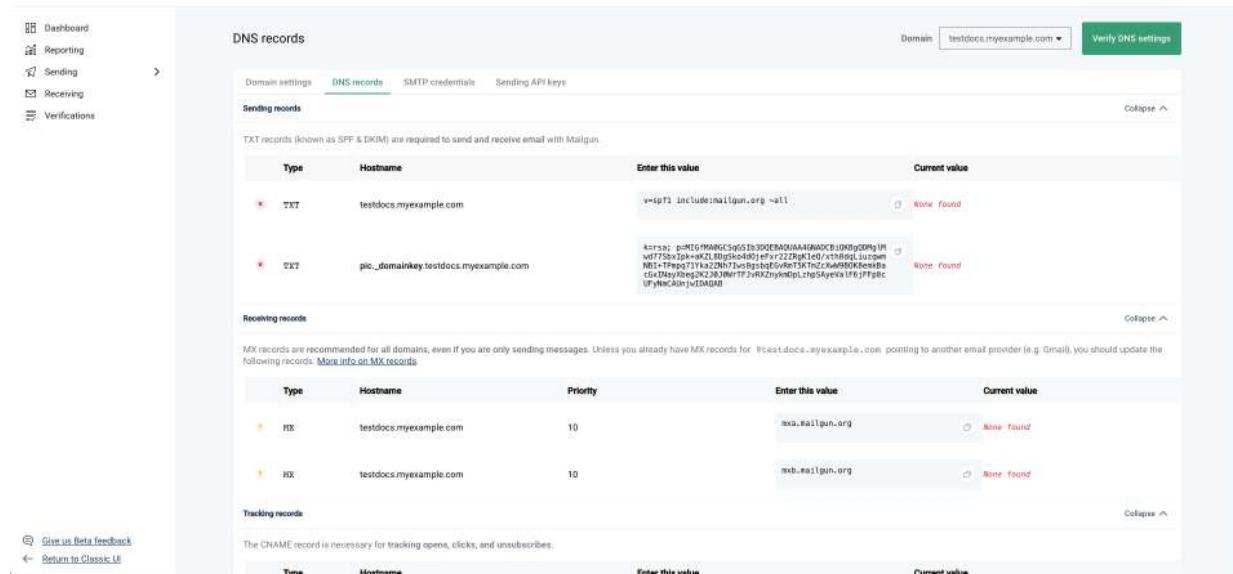
US       EU

> [Advanced settings \(DKIM\)](#)

Add Domain

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.

# Siteground Domain Setup



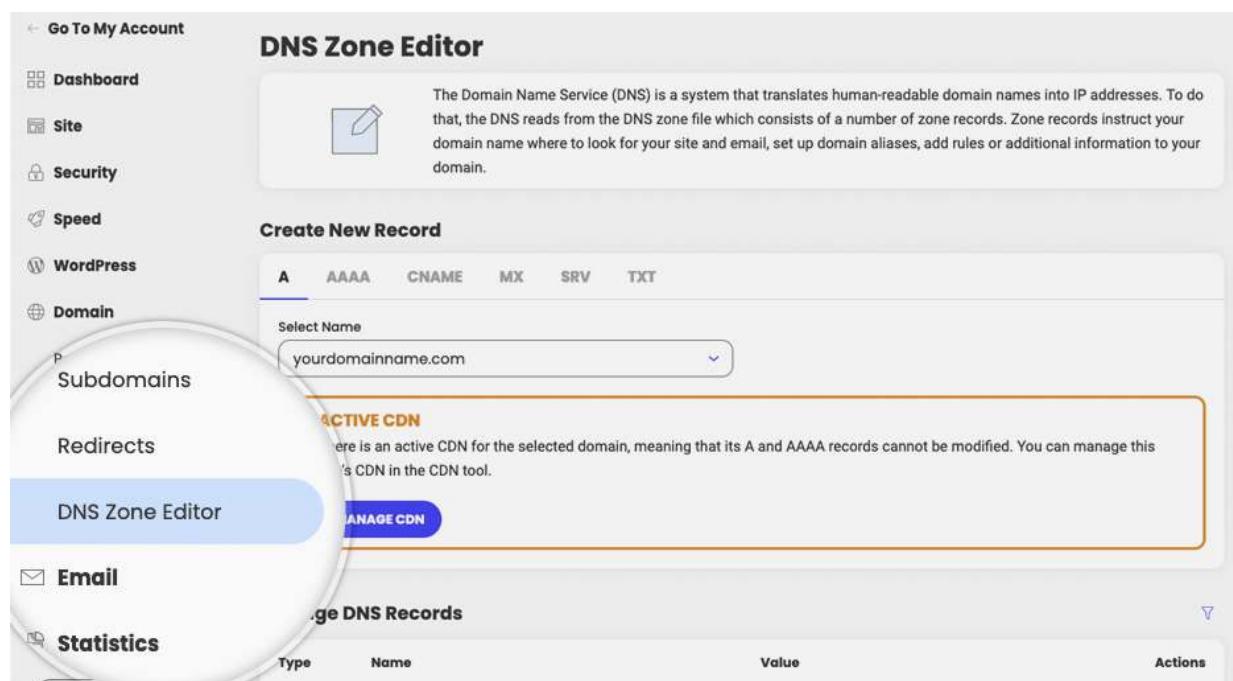
The screenshot shows the Siteground DNS records setup page. The left sidebar includes links for Dashboard, Reporting, Sending, Receiving, and Verifications. The main content area is titled 'DNS records' and includes tabs for 'Domain settings', 'DNS records', 'SMTP credentials', and 'Sending API keys'. Under 'DNS records', there are sections for 'Sending records', 'Receiving records', and 'Tracking records'. The 'Sending records' section contains two TXT records: one for SPF (value: v=spf1 include:mailgun.org ~all) and one for DKIM (value: a=DKIM-Signature; v=DKIM-Signature; s=092EB400A4A429A0CB100090B0419f...). The 'Receiving records' section contains two MX records for 'mail' (Priority 10, values: mx0.mailgun.org and mx1.mailgun.org). The 'Tracking records' section is collapsed. A 'Verify DNS settings' button is at the top right. A note at the bottom of the 'Receiving records' section says: 'MX records are recommended for all domains, even if you are only sending messages. Unless you already have MX records for testdocs.myexample.com pointing to another email provider (e.g. Gmail), you should update the following records: [More info on MX records](#)'.

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](#)

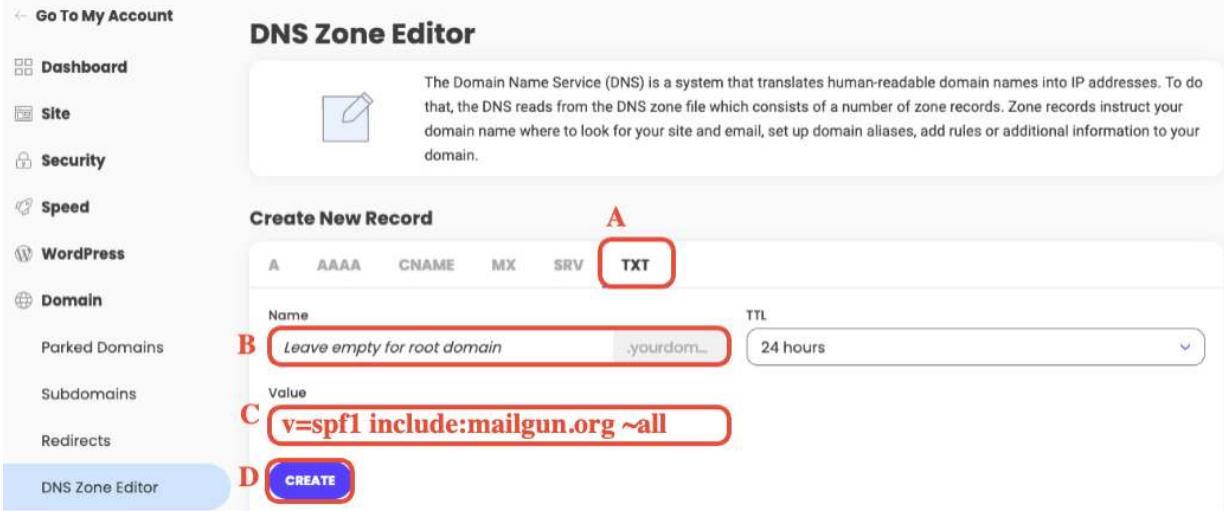
Go to **Site Tools > Domain > DNS Zone Editor**



The screenshot shows the Siteground DNS Zone Editor. The left sidebar includes links for 'Go To My Account', 'Dashboard', 'Site', 'Security', 'Speed', 'WordPress', 'Domain', 'Subdomains', 'Redirects', 'DNS Zone Editor' (which is selected and highlighted in blue), 'Email', and 'Statistics'. The main content area is titled 'DNS Zone Editor' and includes a 'Create New Record' form with tabs for A, AAAA, CNAME, MX, SRV, and TXT. The 'TXT' tab is selected. A 'Select Name' dropdown is set to 'yourdomainname.com'. A note on the right says: 'ACTIVE CDN: There is an active CDN for the selected domain, meaning that its A and AAAA records cannot be modified. You can manage this CDN in the CDN tool.' A 'MANAGE CDN' button is available. Below this is a table titled 'Manage DNS Records' with columns for Type, Name, Value, and Actions. One record is listed: Type 'TXT', Name 'v=spf1 include:mailgun.org ~all', Value 'v=spf1 include:mailgun.org ~all', and Actions 'Edit' and 'Delete'.

# Siteground Domain Setup

In the Create New Record section



The screenshot shows the Siteground DNS Zone Editor interface. On the left, a sidebar lists various account and domain management options. The 'DNS Zone Editor' section is selected. The main area is titled 'Create New Record' and shows tabs for A, AAAA, CNAME, MX, SRV, and TXT. The 'TXT' tab is highlighted with a red box. Below the tabs, there are fields for 'Name' and 'Value'. The 'Name' field contains the placeholder 'Leave empty for root domain' followed by '.yourdom...' and a dropdown for 'TTL' set to '24 hours'. The 'Value' field contains the SPF record 'v=spf1 include:mailgun.org ~all'. At the bottom, a blue 'CREATE' button is highlighted with a red box. The entire screenshot is framed by a red border.

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

# Siteground Domain Setup

The screenshot shows the Siteground DNS Zone Editor interface. On the left, there's a sidebar with links like 'Go To My Account', 'Dashboard', 'Site', 'Security', 'Speed', 'WordPress', and 'Domain' (which is currently selected). The main area is titled 'DNS Zone Editor' and contains a 'Create New Record' form. The 'TXT' tab is highlighted with a red box (labeled A). The 'Name' field contains '.yourdom...' (labeled B). The 'Value' field is empty (labeled C). The 'CREATE' button is highlighted with a red box (labeled D).

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
<input checked="" type="checkbox"/> TXT	helpdesk.gohighlevel.com	v=spf1 include:mailgun.org ~all
<input checked="" type="checkbox"/> TXT	mx._domainkey.helpdesk.gohighlevel.com	k=rsa; p=MIGfMA0GCSqGSIb3DQEBAQUAA4GNADCBiQKBgQDjnVxPDdSPFpnRMGfU07fn5b4Ev6ZqDaQbDL25GHzJ5KM0nL3A/9e4EHUgBm3wNbjFAT4WTyWwagWa/UuDGh20BJcdPtPZKbfcswnHfpKu0e7wdWR7hFFNzSx1YbdDFIGzQo151Lxbmsb1vENY4FE/PPoAcMRtW8qzoPjwUxIgJQIDAQAB

### DKIM

You can create up to 3 DKIM keys per domain.

Status	Hostname
Active	mailto._domainkey.funnelsmail.com

#### **Example 1 using subdomain:**

**Copy mx.\_domainkey.helpdesk as the host name**

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#### **Example 2 using main domain:**

**Copy mailto.\_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

## Siteground Domain Setup

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
<input checked="" type="checkbox"/> TXT	mail.yourdomain.com	v=spf1 include:mailgun.org ~all
<input checked="" type="checkbox"/> TXT	mx._domainkey.mail.yourdomain.com	<pre>k=rsa; p=MIGfMA0GCSqGSIb3DQEBAQUAA4GNADCBiQK8CnOy0yohqxoVm1THe2JFM30epYdo4Aeub+0bSAXdBG4FtVEqq17ejUm7yVeKRhGakzhHP9739/072zjewbLVnaSwMIPo9QI44bFFD9wpyomiw2wH7HDQ0bFtIX4ZcbFuGOXW1J6lpY03UyLey06LDEDxU4RZgNZYrGyVXwIDAQAB</pre>

D. Click on **Create**

## To add the 1st MX records

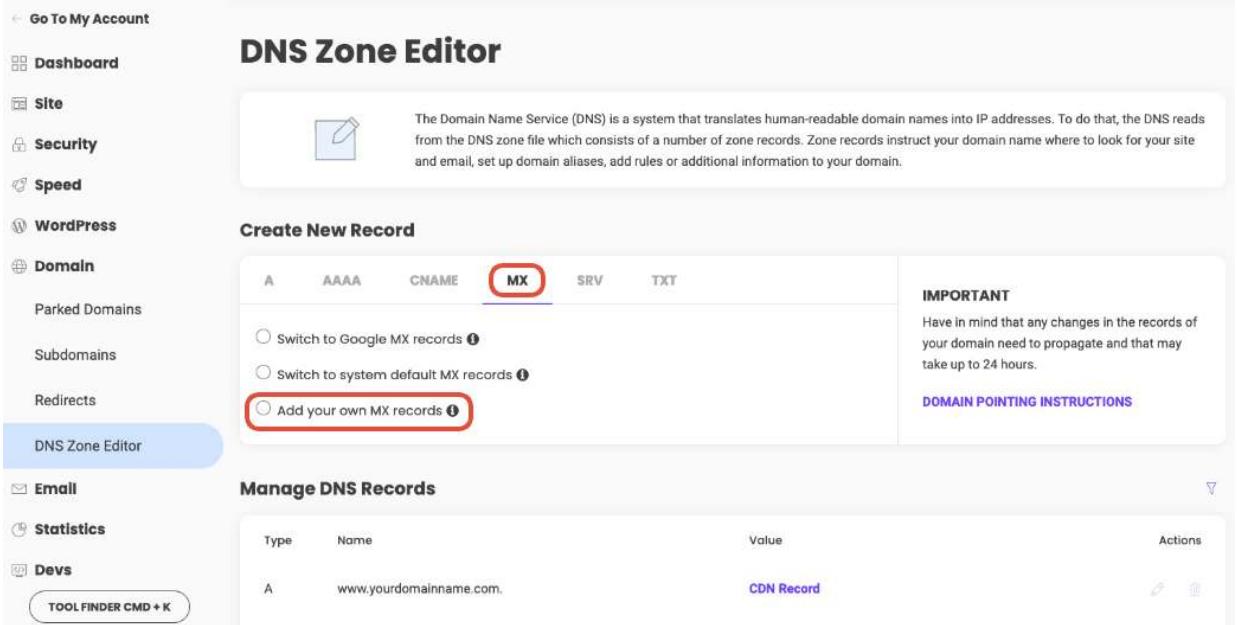
**Receiving records**

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
<input checked="" type="checkbox"/> MX	mail.yourdomain.com	10	mx.a.mailgun.org
<input checked="" type="checkbox"/> MX	mail.yourdomain.com	10	mx.b.mailgun.org

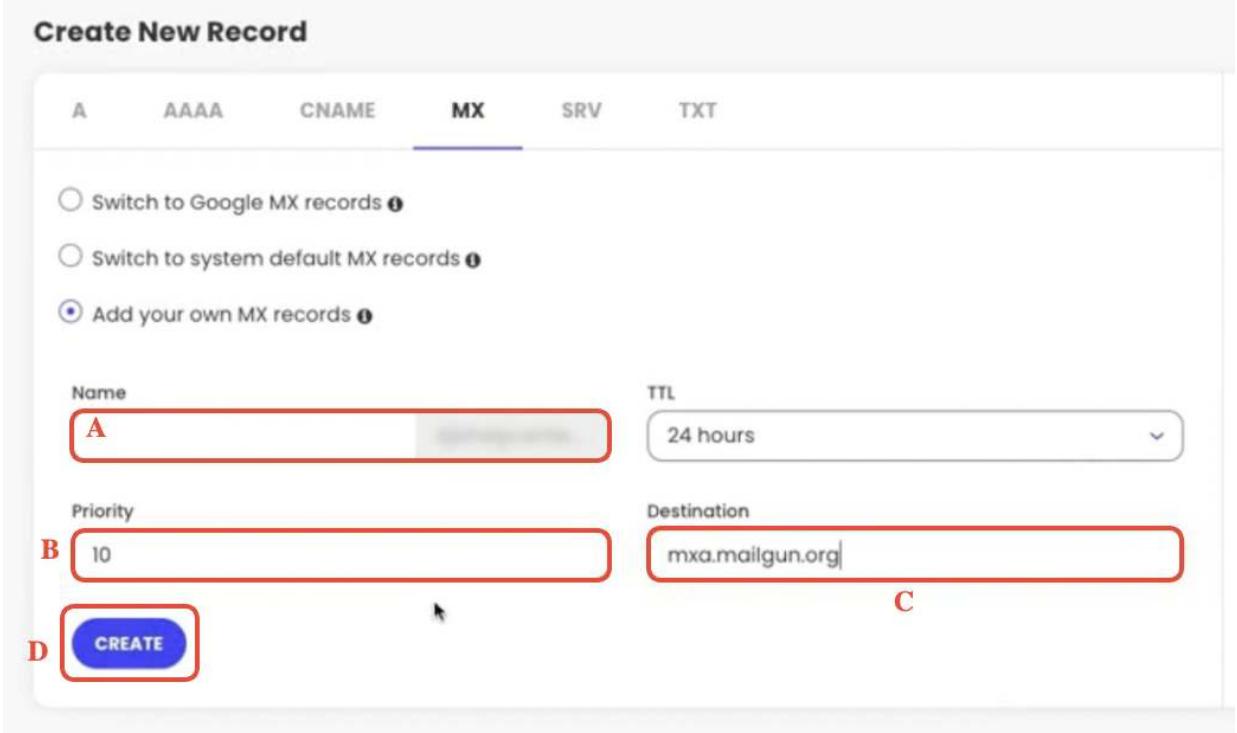
Click on the **MX** tab > Select **Add your own MX records**

# Siteground Domain Setup



The screenshot shows the Siteground DNS Zone Editor interface. On the left, a sidebar lists various domain management options: Go To My Account, Dashboard, Site, Security, Speed, WordPress, Domain (Parked Domains, Subdomains, Redirects), DNS Zone Editor (selected), Email, Statistics, Devs, and a Toolfinder. The main area is titled 'DNS Zone Editor' and contains a sub-section 'Create New Record' with tabs for A, AAAA, CNAME, MX (which is selected and highlighted with a red box), SRV, and TXT. Below these tabs are three radio button options: 'Switch to Google MX records', 'Switch to system default MX records', and 'Add your own MX records' (which is also highlighted with a red box). To the right of the record creation area is an 'IMPORTANT' note stating that changes in DNS records can take up to 24 hours to propagate. Below this note is a link 'DOMAIN POINTING INSTRUCTIONS'. Under the 'Create New Record' heading, there is a table titled 'Manage DNS Records' with columns for Type, Name, Value, and Actions. It shows a single record of type 'A' with name 'www.yourdomainname.com.' and value 'CDN Record'. There are edit and delete icons in the Actions column.

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 \(Or Another Email Server\)?](#)



The screenshot shows the 'Create New Record' dialog for adding an MX record. The tabs at the top are A, AAAA, CNAME, MX (selected and highlighted with a purple bar), SRV, and TXT. Below the tabs 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 purple dot). The 'Add your own MX records' option is also highlighted with a red box. The dialog is divided into several sections: 'Name' (containing 'A' and a blurred placeholder), 'TTL' (containing '24 hours'), 'Priority' (containing '10' and a blurred placeholder), 'Destination' (containing 'mxa.mailgun.org'), and a 'CREATE' button (which is also highlighted with a red box). A cursor arrow is pointing towards the 'CREATE' button.

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 **mxa.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
<input type="radio"/> Switch to Google MX records <small>ⓘ</small>					
<input type="radio"/> Switch to system default MX records <small>ⓘ</small>					
<input checked="" type="radio"/> Add your own MX records <small>ⓘ</small>					

**A.** Name:  **B.** Priority:  **C.** Destination:  **D.**

A. Name: Different for everyone

## Siteground Domain Setup

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

- [mg.companyname.com](mailto:mg.companyname.com) The Host Name will be **mg**
- [replies.companyname.com](mailto:replies.companyname.com) The host Name will be **replies**

If you are setting up a main domain like [companyname.com](http://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 **mxb.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
1 CNAME	email.mail.yourdomain.com	mailgun.org

# Siteground Domain Setup



The screenshot shows the Siteground DNS Zone Editor interface. On the left, a sidebar lists various domain management options: Go To My Account, Dashboard, Site, Security, Speed, WordPress, Domain, Parked Domains, Subdomains, Redirects, and DNS Zone Editor (which is currently selected and highlighted with a blue bar). The main area is titled 'DNS Zone Editor' and contains a brief description of the DNS service. Below this is a 'Create New Record' section with tabs for A, AAAA, CNAME, MX, SRV, and TXT. The 'CNAME' tab is selected and highlighted with a red box. The 'Name' field (B) contains 'yourdomain.com' and the 'Resolves to' field (C) contains 'mailgun.org'. The 'CREATE' button (D) is also highlighted with a red box. A small icon of a pencil is in the top right corner of the editor area.

A. Click on the **CNAME** tab

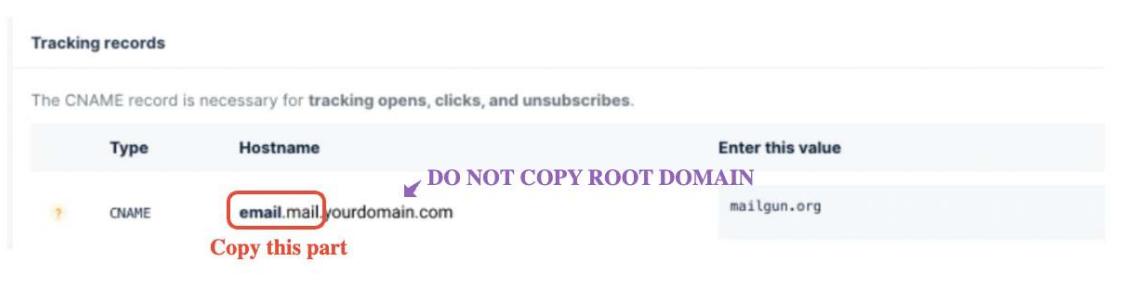
B. Name: Different for everyone

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`



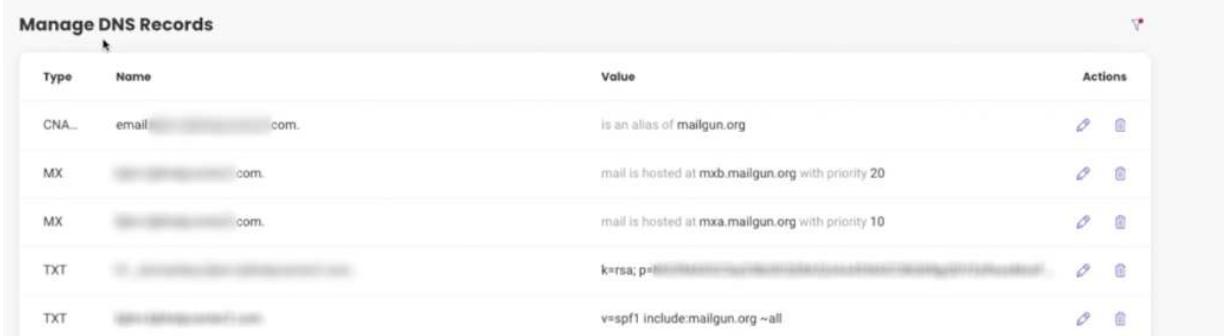
The screenshot shows the Mailgun tracking records configuration. It includes a note that a CNAME record is necessary for tracking opens, clicks, and unsubscribes. Below this is a table with three columns: Type, Hostname, and Enter this value. The Type column shows 'CNAME'. The Hostname column shows 'email.mail.yourdomain.com' with a red box around 'email.mail.'. A purple arrow points to this part with the text 'DO NOT COPY ROOT DOMAIN'. The 'Enter this value' column shows 'mailgun.org'. A red box highlights the text 'Copy this part' at the bottom of the table.

C. Resolves to: Same for everyone

# Siteground Domain Setup

paste the following data **mailgun.org**

## D. Click on **Create**

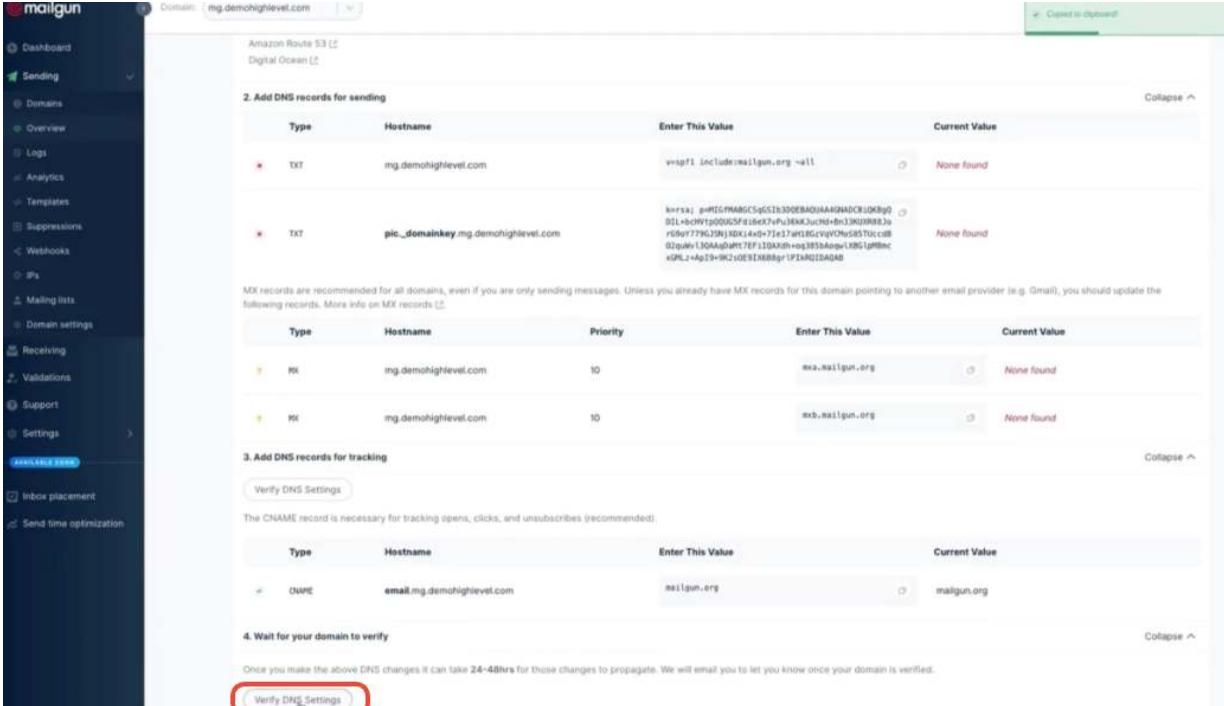


The screenshot shows a table titled 'Manage DNS Records' with the following data:

Type	Name	Value	Actions
CNAME	email	is an alias of mailgun.org	<a href="#">Edit</a> <a href="#">Delete</a>
MX		mail is hosted at mxb.mailgun.org with priority 20	<a href="#">Edit</a> <a href="#">Delete</a>
MX		mail is hosted at mxa.mailgun.org with priority 10	<a href="#">Edit</a> <a href="#">Delete</a>
TXT		k=rsa; p=... (REDACTED)	<a href="#">Edit</a> <a href="#">Delete</a>
TXT		v=spf1 include:mailgun.org ~all	<a href="#">Edit</a> <a href="#">Delete</a>

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



The screenshot shows the Mailgun 'Domains' page for the domain 'mg.demohighlevel.com'. The 'Add DNS records for sending' section is expanded, showing the following records:

Type	Hostname	Enter This Value	Current Value
TXT	ing.demohighlevel.com	v=spf1 include:mailgun.org ~all	None found
TXT	pic._domainkey.ing.demohighlevel.com	... (REDACTED)	None found
MX	ing.demohighlevel.com	10	mx1.mailgun.org
MX	ing.demohighlevel.com	10	mx2.mailgun.org

The 'Add DNS records for tracking' section is collapsed. The 'Wait for your domain to verify' section is collapsed, containing the note: '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.' and a red 'Verify DNS Settings' button.

Once you add all the DNS records and verify, you can grab the **Mailgun API Key** - [Where to Find in Mailgun & Put in HighLevel](#)