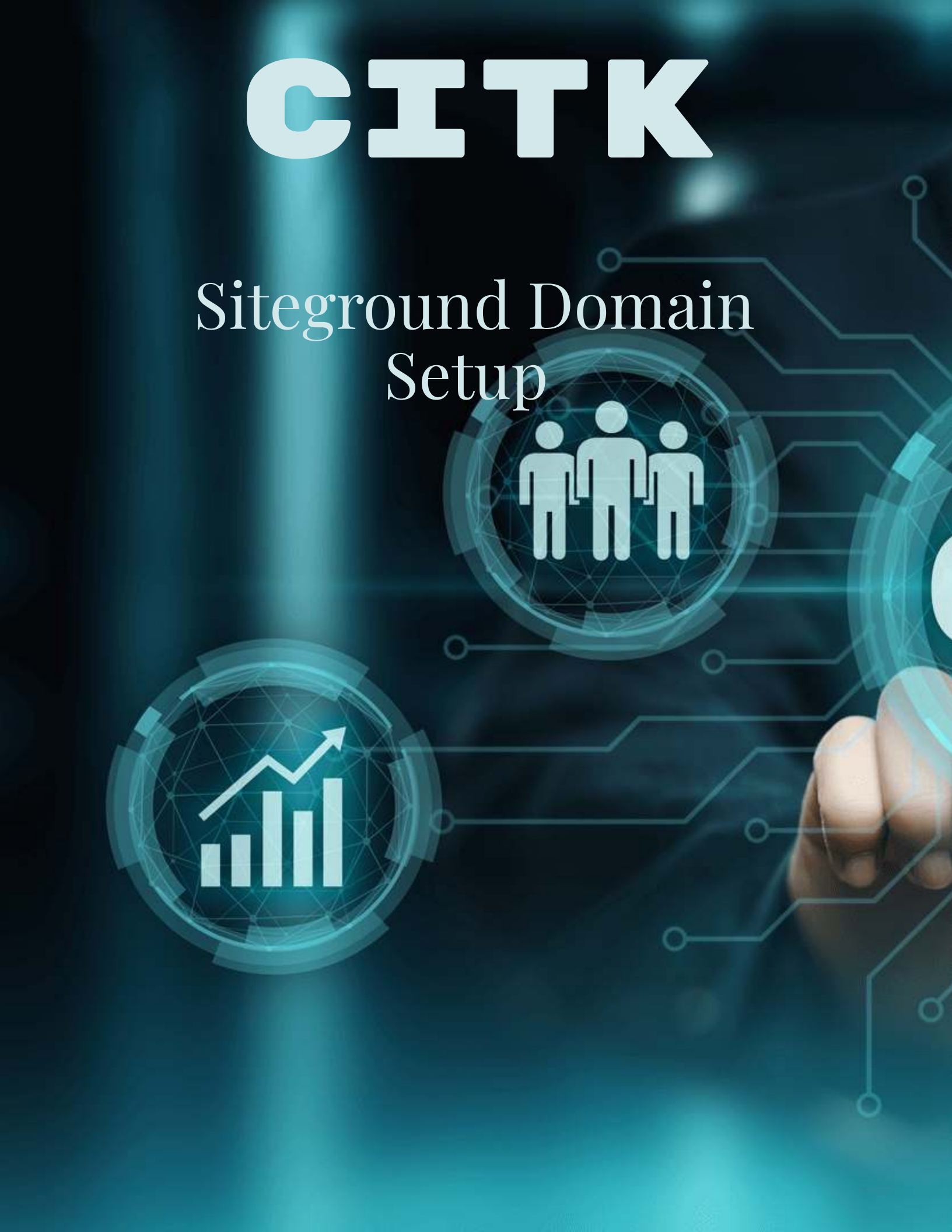
CITK

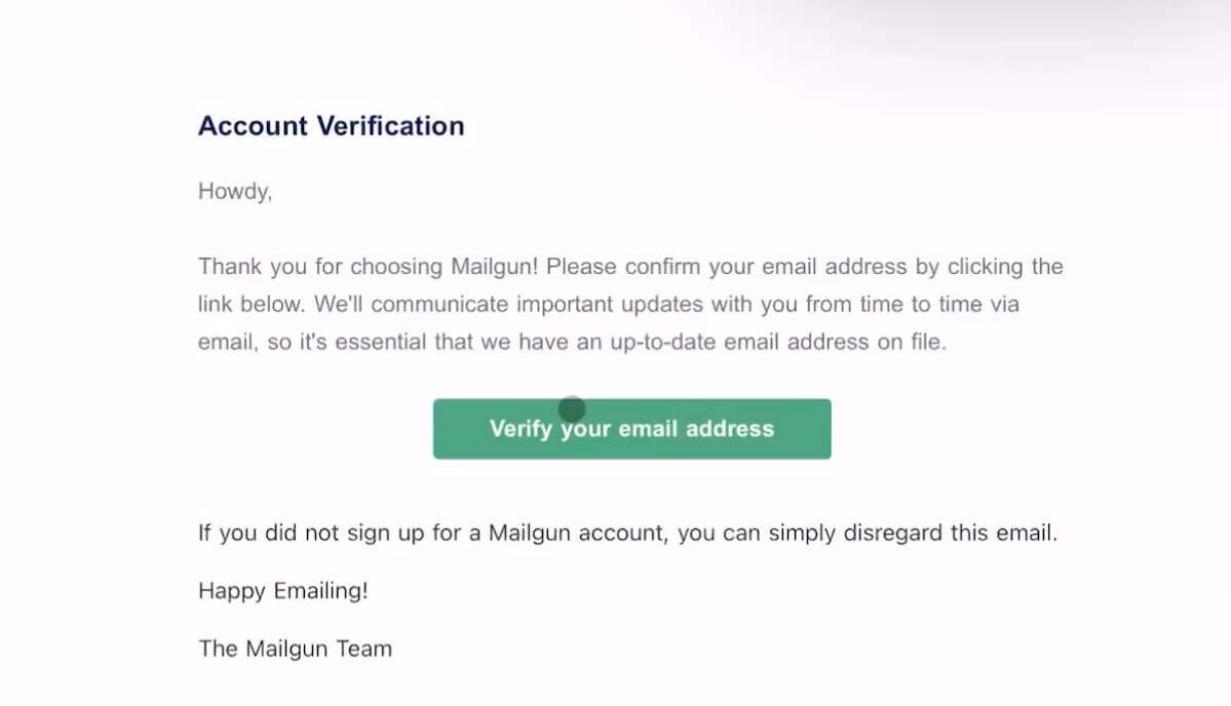
Siteground Domain Setup

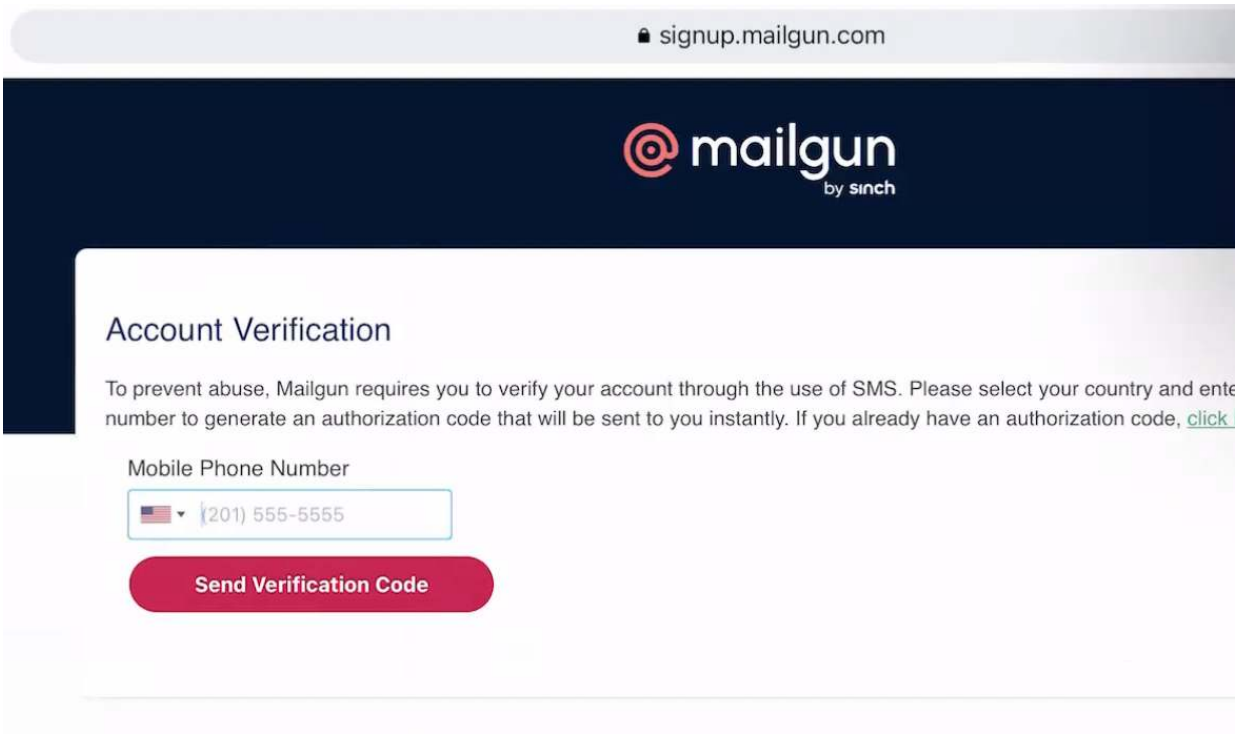


Step-by-step Mailgun Setup - Siteground Domain Setup

1. Sign up for Mailgun.com

2. Check your email inbox to verify the email address





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,

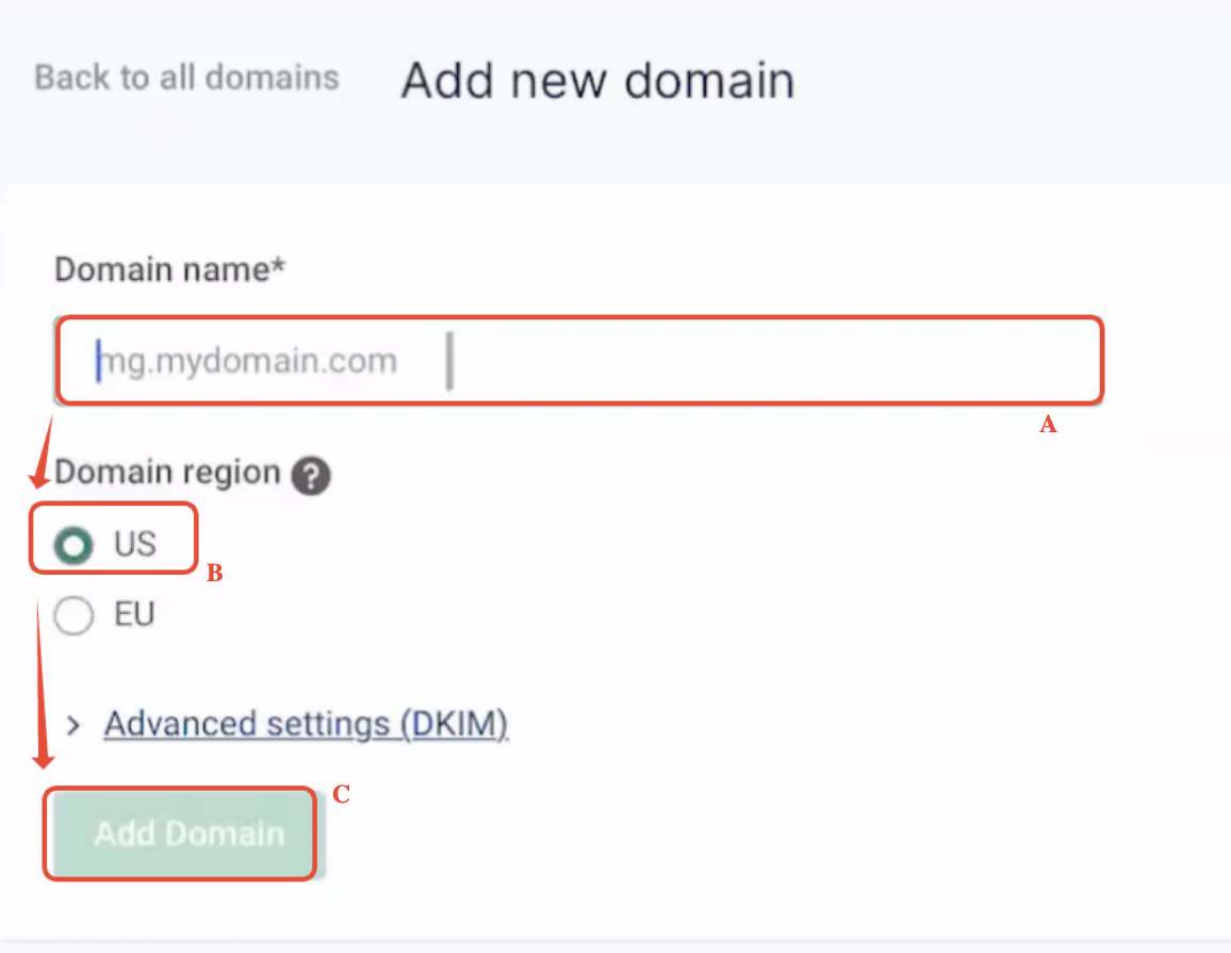
it should not be used with Gsuite, or any other email provider

Subdomain:

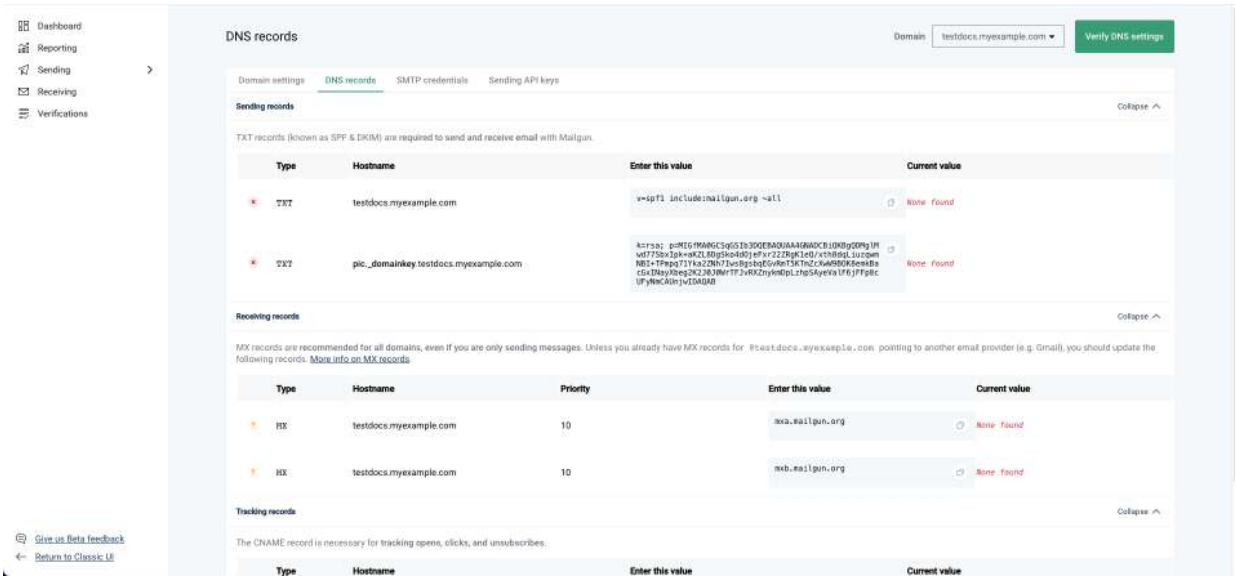
- To set up the subdomain with Mailgun, you can type **ANYTHING_HERE**.companyname.com
  - Examples:
    - mg.companyname.com
    - replies.companyname.com
    - support.companyname.com

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

C. Click on **Add domain**



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.

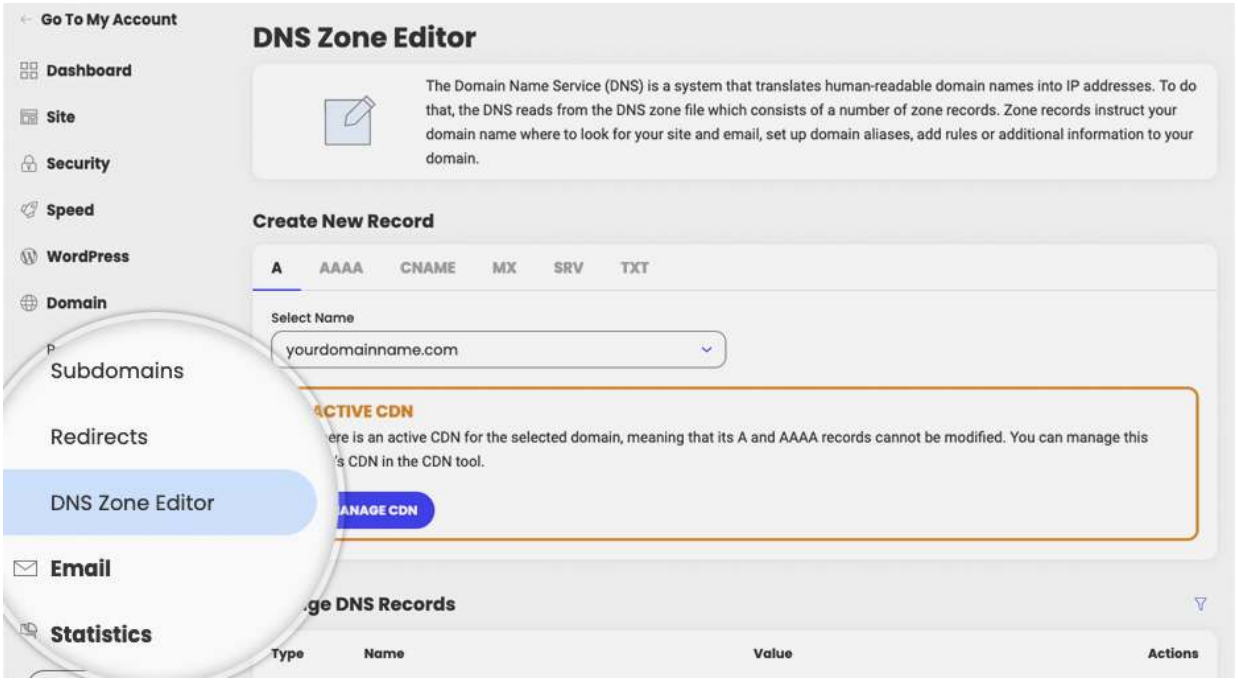


5. Now log in to your DNS records based on where you get the domain and add the 5 DNS records.

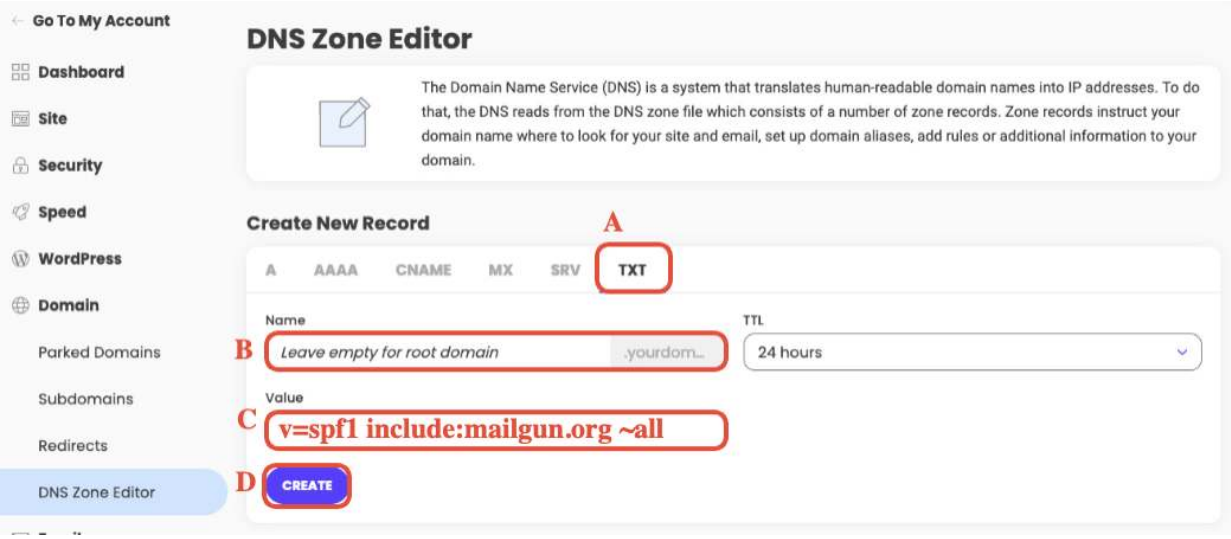
To add the 1st TXT record

To Add your first TXT record, Log in to Siteground

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



In the Create New Record section



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

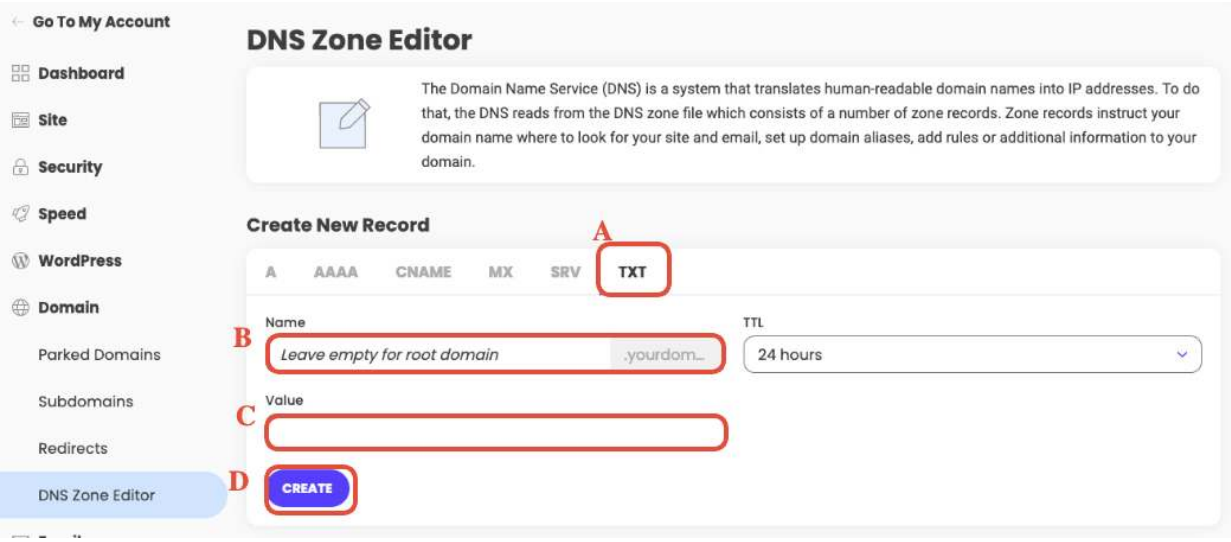
paste the following record

v=spf1 include:mailgun.org ~all

D. Click on Create

To add the 2nd TXT record

Click on **+ Add Record** again



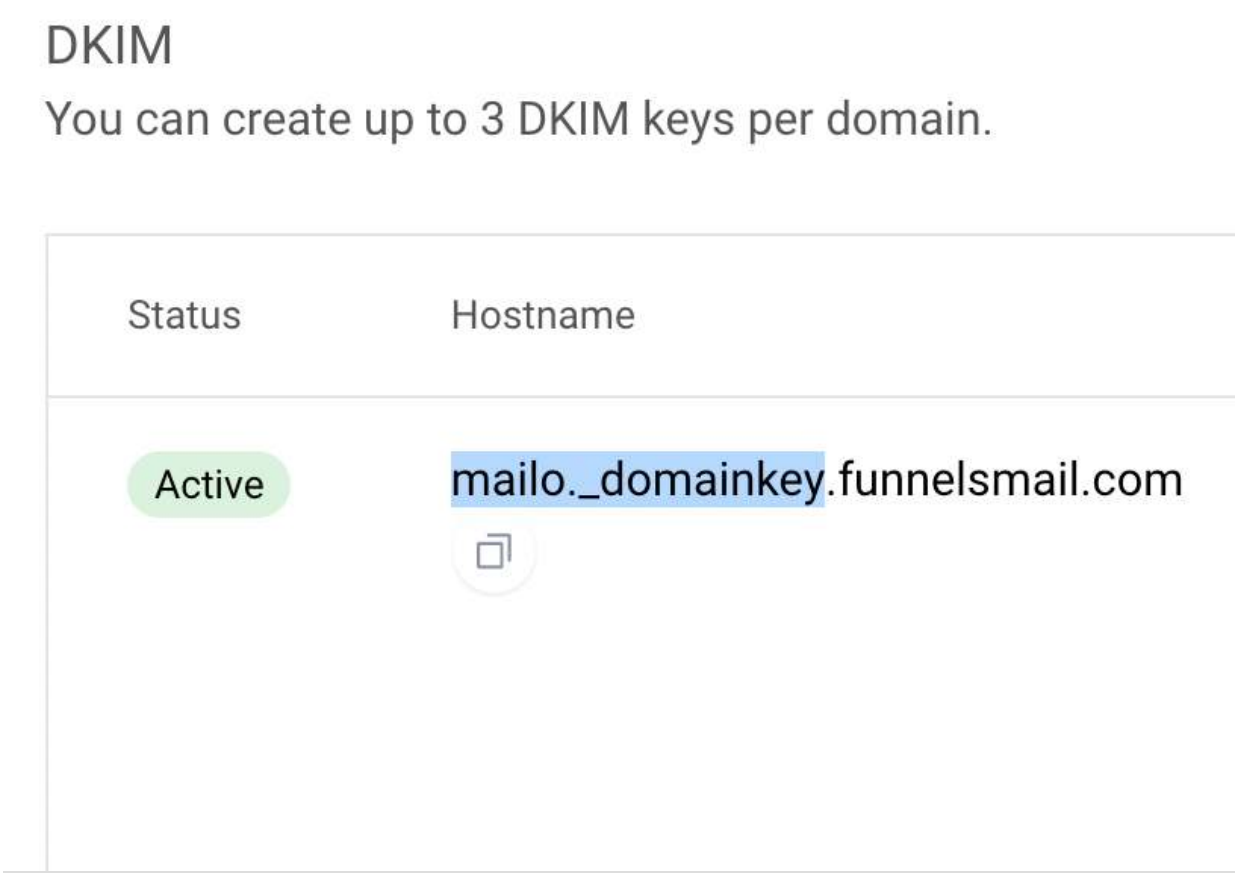
A. click on the **TXT** tab

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=MIGfMA0GCSqGSIb3DQEBAQUAA4GNADCBiQKBgQDjnVxPDdSPFpnRMGfUO7fn5b4Ev6ZqDaQbDL25GHzJ5KMoNl3A/9e4EHUgBm3wNBjFAT4WTyWwagWa/UuDGN20BJcdPtPZKbfcswnHfpKuOe7wdWR7hFFNzSx1YbdDFIGzQo151Lxbmsb1vENY4FE/PPoAcMRtW8qzoPjwUxIgJQIDAQAB`



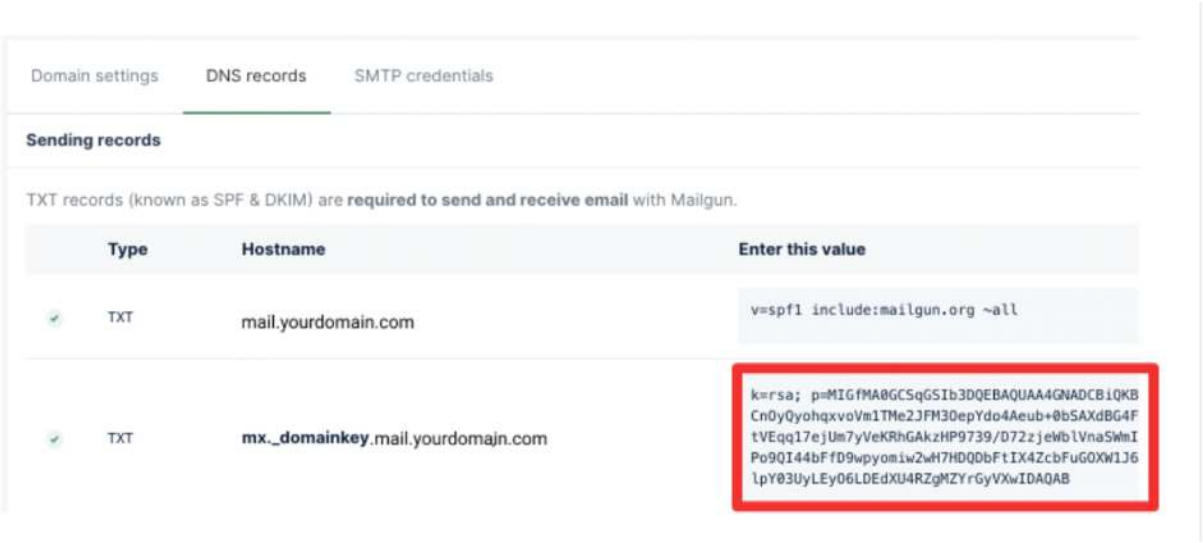
Example 1 using subdomain:

Copy mx._domainkey.helpdesk as the host name

Example 2 using main domain:

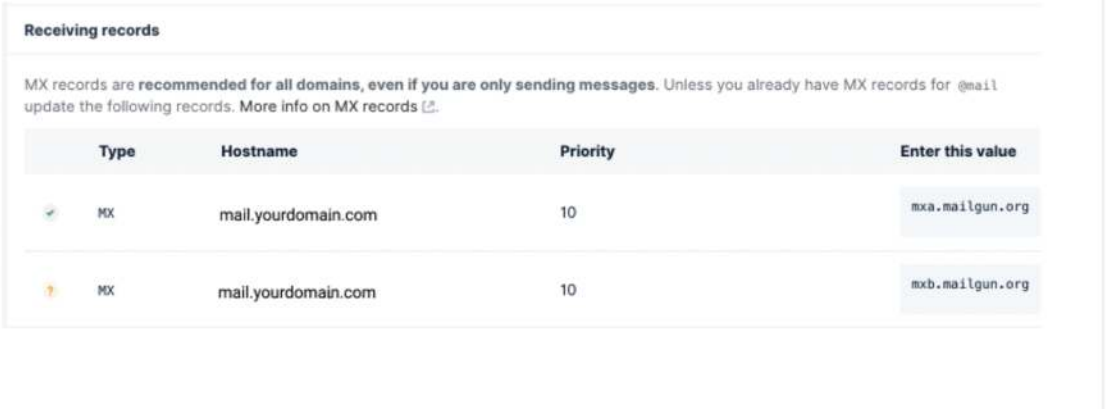
Copy mailo._domainkey as the host name

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

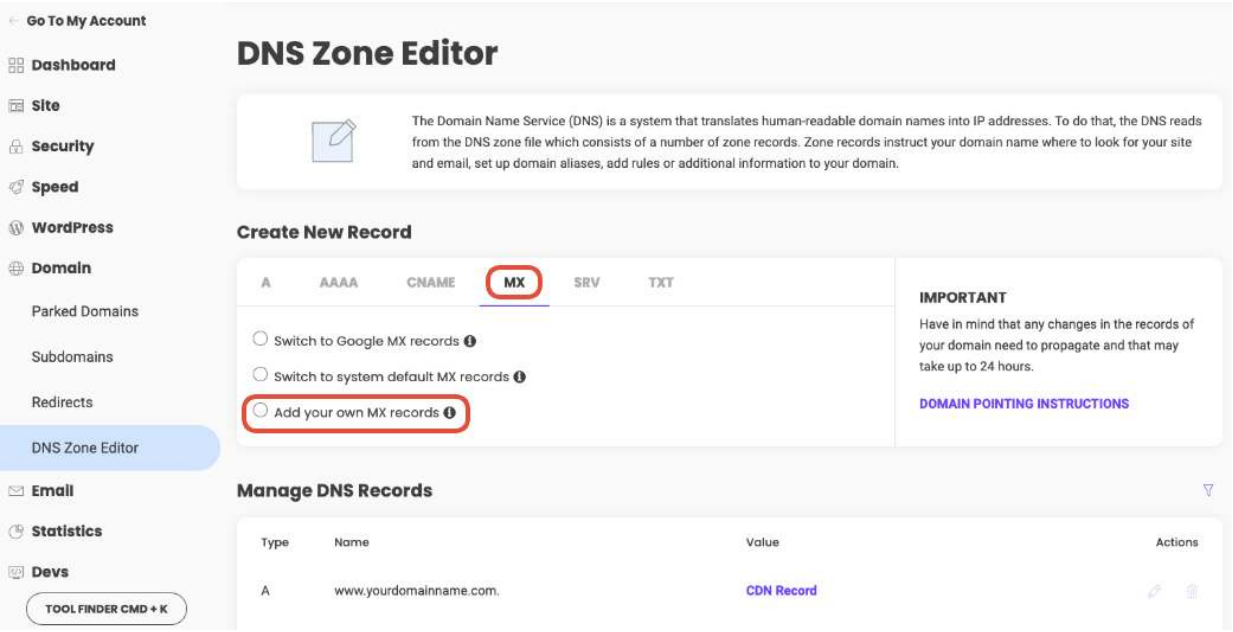


D. Click on **Create**

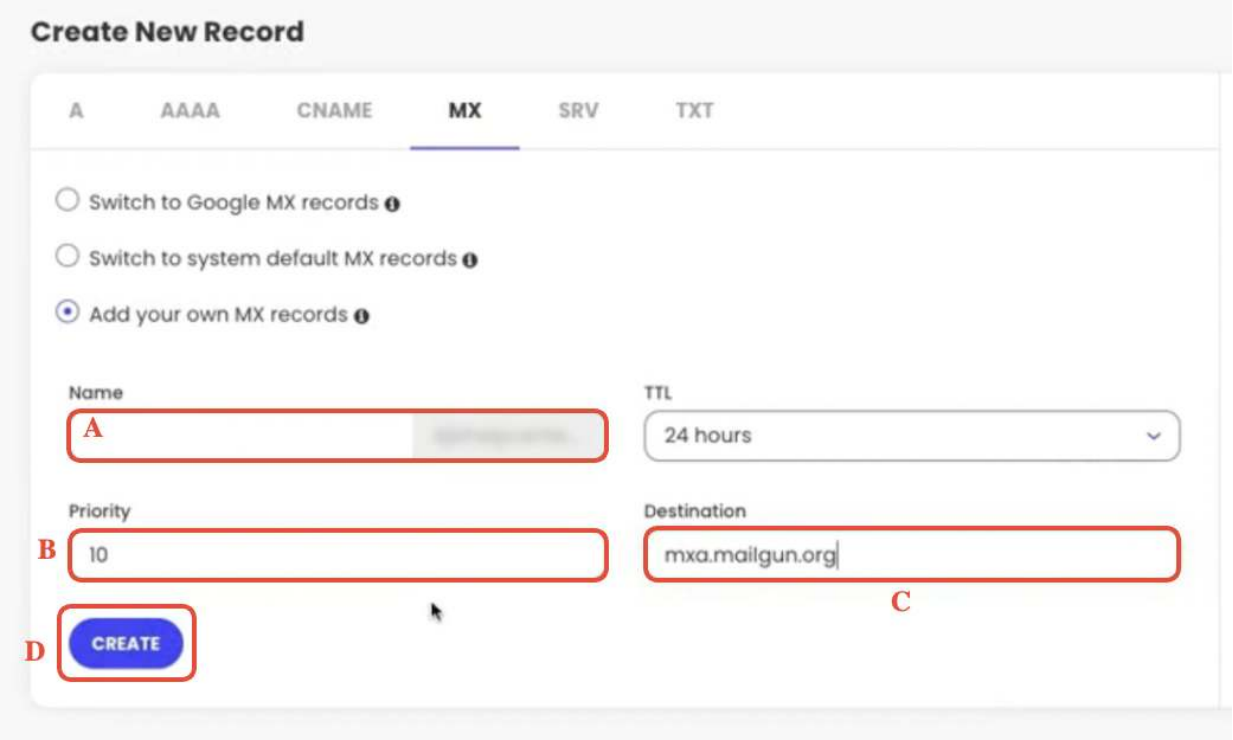
To add the 1st MX records



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



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)?



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

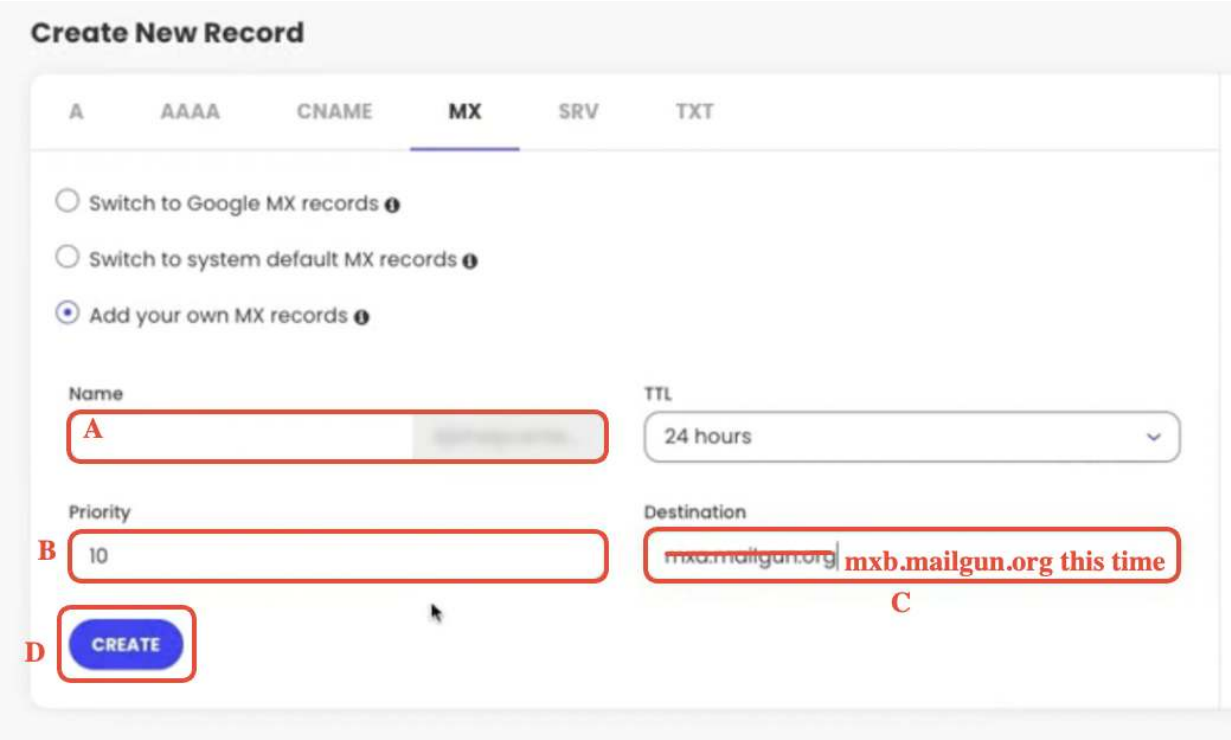
C. Destination: Same for everyone

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



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 **@**

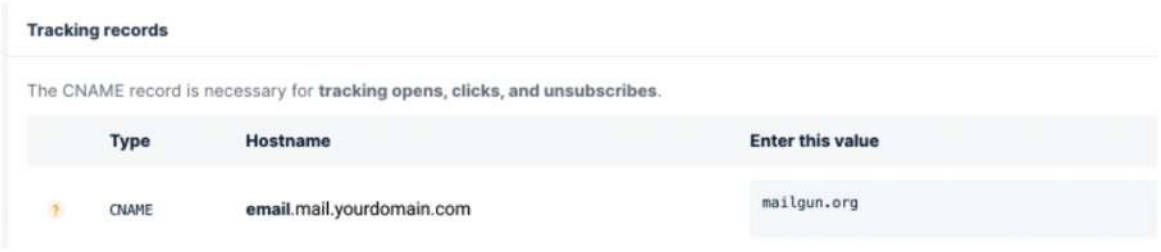
B. Priority is **10** which is also same for everyone no matter what domain you are trying to set

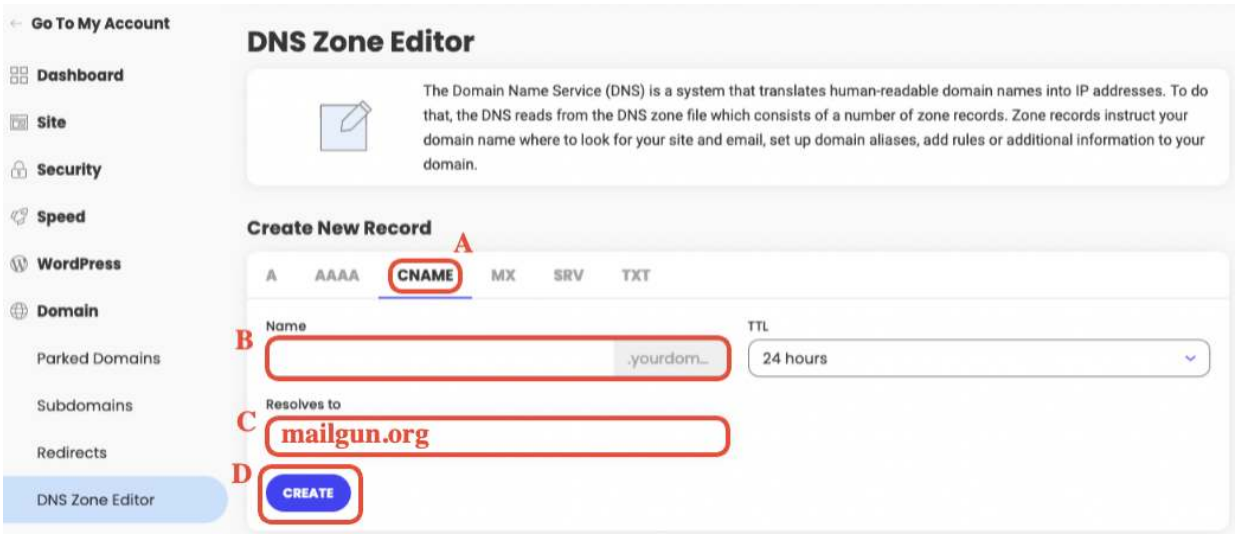
C. Destination: Same for everyone

paste the following data **mxb.mailgun.org**

D. Click on **Create**

To add the CNAME record





A. Click on the **CNAME** tab

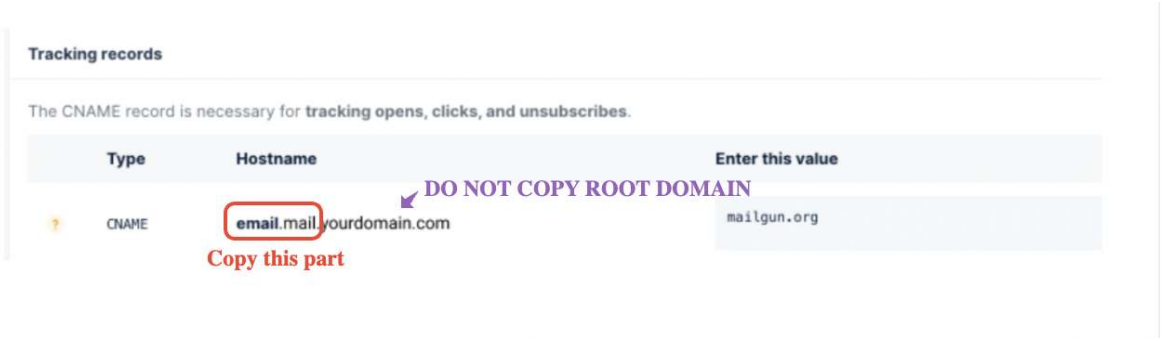
B. Name: Different for everyone

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**

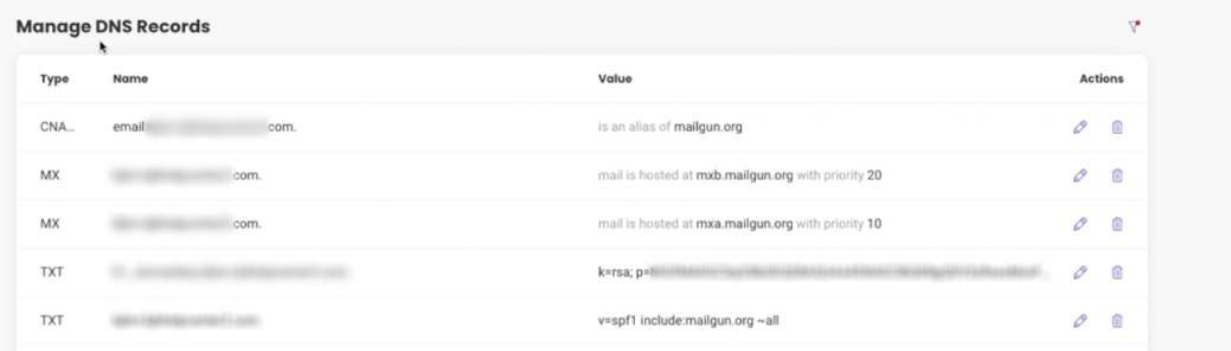
If you are setting up a main domain like companyname.com, the host name will be email



C. Resolves to: Same for everyone

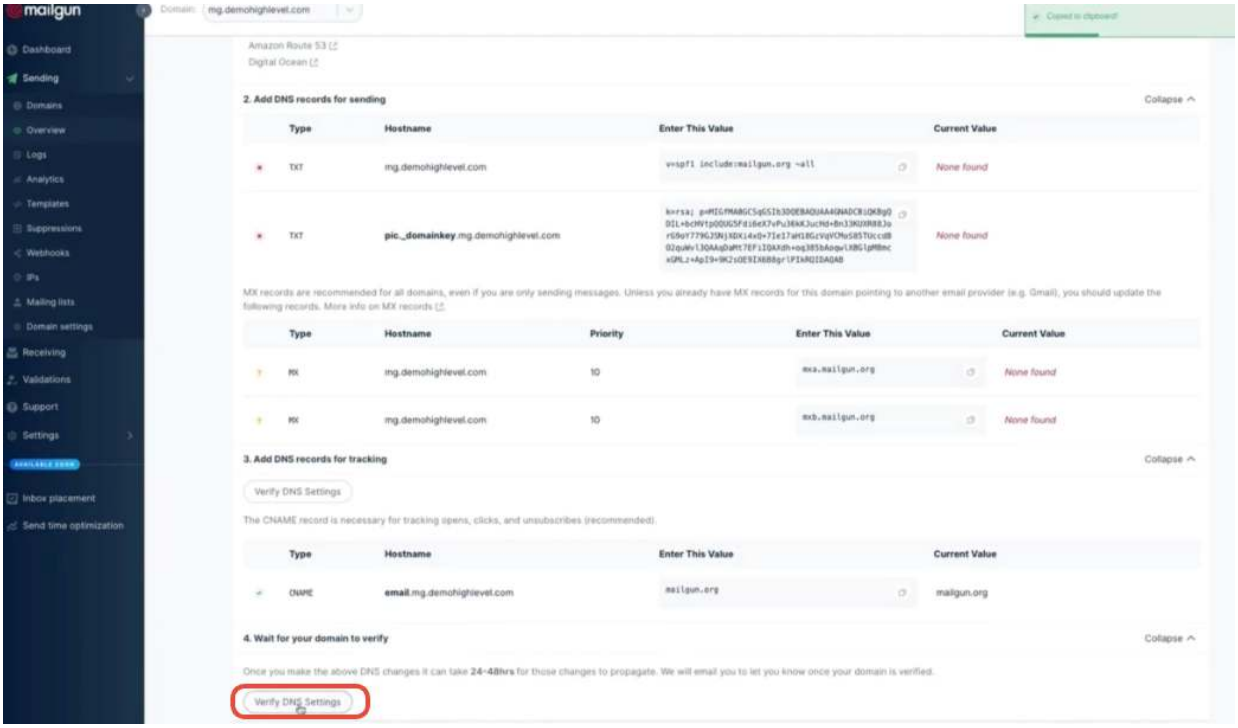
paste the following data **mailgun.org**

D. Click on **Create**



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 - Where to Find in Mailgun & Put in HighLevel