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Step 1: Domain Setup

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Domain setup is the first step in creating and sending your first broadcast email from SendPad.

Prerequisite: You must have an active domain, and access to your domain hosting settings.

To set up your domain in SendPad, follow these steps:

- 1. Go to **My Account > Domain Setup.**
- 2. Click on the Add Domain button on the Domain Setup page.

3. On the **Sending Domain Authentication** popup window, enter the complete name of your domain. For example, *worldtravelinsights.com*

4. Click **Save.** Once, your domain entry is added, the next steps include verifying **DNS**, creating **DKIM**, and verifying **SPF** for your domain.

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Verify DNS

- 1. Click on the Verify DNS button that will be enabled against your domain entry.
- 2. On the Verify DNS Entry popup, copy the field name and value.

3. Sign in to your domain hosting provider account, go to the advanced settings of your domain, and create a new **TXT Record** with the *field name* and *value* you copied from SendPad in *Step 2*. Don't forget to save your domain settings.

4. Now, go back to the **Domain Setup** page in SendPad > click **Verify DNS** against the domain you added > and click **Verify** on the **Verify DNS Entry** popup window.

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Once the DNS is verified successfully, the "Verify DNS" button will be replaced with the label "DNS Verified."

Create DKIM

After successful verification of the **DNS** of your domain, the button "**Create DKIM**" will be enabled as the next step to perform. Simply, click on this button. A success notification will appear on the top right corner of the page when the **DKIM** is verified. The "**Create DKIM**" button will be replaced with the label "**DKIM Created**."

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Verify SPF

The third step in setting up the domain in SendPad is verifying SPF. To do so, follow the steps:

- 1. Click on the "Verify SPF" button.
- 2. On the **Verify SPF** popup, copy the name field and value.

3. Sign into your domain hosting provider account, and create a new **TXT Record** with the *field name* and *value* you copied from the **Verify SPF** popup in SendPad in *Step 2*. **Save** your domain settings.

4. Now, go back to the **Domain Setup** page in SendPad > click the "**Verify SPF**" button against the domain you added > and click **Verify** on the **Verify SPF** popup window.

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Once the SPF is verified successfully, the "Verify SPF" button will be replaced with the label "SPF Verified."

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Link to Profile

Once you have connected your domain with SendPad by creating **DKIM** and verifying the **DNS** and **SPF**, you must link your domain to a sender profile. Without linking it to a sender profile in SendPad, you cannot send broadcasts from your newly added domain.

A sender profile is linked to a domain at the time of sender profile creation. <u>Sender Profiles</u>.

As soon as you link a sender profile with your domain, the cross "x" is replaced with a green tick [].

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