

Small business IT | Medium | 2 min read

Setting up business email on your own domain

Email such as you@yourbusiness.co.uk looks more professional than a free address, and you control it. Setting it up involves a few technical pieces. Here is what they mean in plain words.

What you need

- A **domain name** that you own.
- An **email provider**, for example Microsoft 365 or Google Workspace, or the mail service from your host.
- Access to your domain's **DNS settings**, which are like a directory telling the internet where to send things for your domain.

The main DNS records, very simply

- **MX record** tells the world which mail service receives your email. Without the right MX records, email will not arrive.
- **SPF** is a list of the services allowed to send email for your domain. It helps stop others pretending to be you.
- **DKIM** adds a digital signature to your outgoing mail so receivers can see it was not changed and really came from you.
- **DMARC** tells receivers what to do if SPF or DKIM checks fail, and can send you reports.

Steps

1. Choose your provider and add your domain in their admin area.
2. The provider will show you the records to add.
3. Log in to wherever your DNS is managed, which is usually your domain registrar or web host.
4. Add the records exactly as shown, then wait. Changes can take from minutes to a day.
5. Send test emails both ways, and to a different provider, to check nothing lands in spam.
6. Turn on two-step sign-in for all mailboxes.

Take care

- Before changing MX records, write down the existing ones in case you need to go back.
- Do not delete records unless you know what they do, since your website may depend on them.
- Move old email across before switching.

When to get more help

Get help if mail stops arriving, goes to spam, if you are moving from an existing system, or if you are not sure who controls your DNS. A mistake here can interrupt your business email.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.