# How to set up business email on your own domain

This guide works for most providers, including Google Workspace and Zoho Mail. Set aside about an hour.

By the Harer team · Updated 22 November 2026

> **QUICK ANSWER**
> To set up business email on your domain: create the account with your provider, verify the domain with a TXT record, create mailboxes, add the MX records, add one SPF record, turn on DKIM, add a DMARC record, then test.

## Before you begin

- A domain you control, with access to its DNS settings.
- A list of the people and shared addresses (like info@) you need.
- If the domain already receives email: a note of its current MX records.

## Step 1: Choose a provider and create the account

Sign up with your email provider using your domain. Compare options on our business email page.

## Step 2: Verify that you own the domain

The provider gives you a TXT record (or sometimes a CNAME). Add it in your DNS settings, then click verify. If it fails, wait a few minutes and try again.

## Step 3: Create mailboxes and aliases

Create a mailbox for each person, and aliases or groups for shared addresses. Do this before Step 4 so incoming mail has somewhere to go.

## Step 4: Add the MX records

Remove old MX records that belong to a previous provider, then add the new ones exactly as given, including their priority numbers.

## Step 5: Add SPF

Add one TXT record that starts with `v=spf1` and includes your provider, for example `v=spf1 include:_spf.example.com ~all`. Use the exact value from your provider. If another service also sends mail for your domain (a newsletter tool, for example), add it to the same record; do not create a second SPF record.

## Step 6: Turn on DKIM

In your provider's admin console, generate a DKIM key and add the record it shows. Then return to the console and start signing.

## Step 7: Add DMARC

Start with a monitoring policy, such as a TXT record at `_dmarc` with `v=DMARC1; p=none; rua=mailto:reports@yourdomain.com`. After a few weeks of clean reports, move to `p=quarantine` and later `p=reject`.

## Step 8: Test

- Send a message from an outside account (such as a personal email) to your new address, and reply.
- Open the received message's headers and check that SPF, DKIM and DMARC show "pass".
- Add the account to your phone and computer.

## Common problems

| Problem | Likely cause |
| --- | --- |
| Mail still arrives at the old provider | DNS has not updated everywhere yet, or old MX records remain |
| Sent mail goes to spam | SPF or DKIM missing or wrong |

| Problem | Likely cause |
| --- | --- |
| Verification fails | Record added to the wrong host name, or extra quotes around the value |

## Sources


- RFC 7208: Sender Policy Framework (SPF) (checked 22 November 2026)
- RFC 6376: DomainKeys Identified Mail (DKIM) (checked 22 November 2026)
- RFC 7489: DMARC (checked 22 November 2026)


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**Written by the Harer team.** Updated 22 November 2026. This is general information about how domains, email and hosting work, not advice for your specific setup. Read our editorial policy.