How to Verify Your Email Sending Domain

Emails · https://a2bmanager.com/docs/verify-your-email-sending-domain/

Embedded media: https://a2bmanager.com/wp-content/uploads/2026/10/verify-email-sending-domain-walkthrough-v1.mp4

Video walkthrough: verifying your email sending domain (the last three screens are examples)

Settings Hub > **Settings** > **Email from addresses**

You can verify your club's whole email domain (for example yourclub.co.uk) instead of confirming each sender address one by one. Once your domain is verified, any address you add at that domain can be used straight away.

Why verify a domain?

- Emails sent from any address at your domain are authenticated, so fewer of them land in families' junk folders.
- You don't need to wait for a confirmation email for each new address.

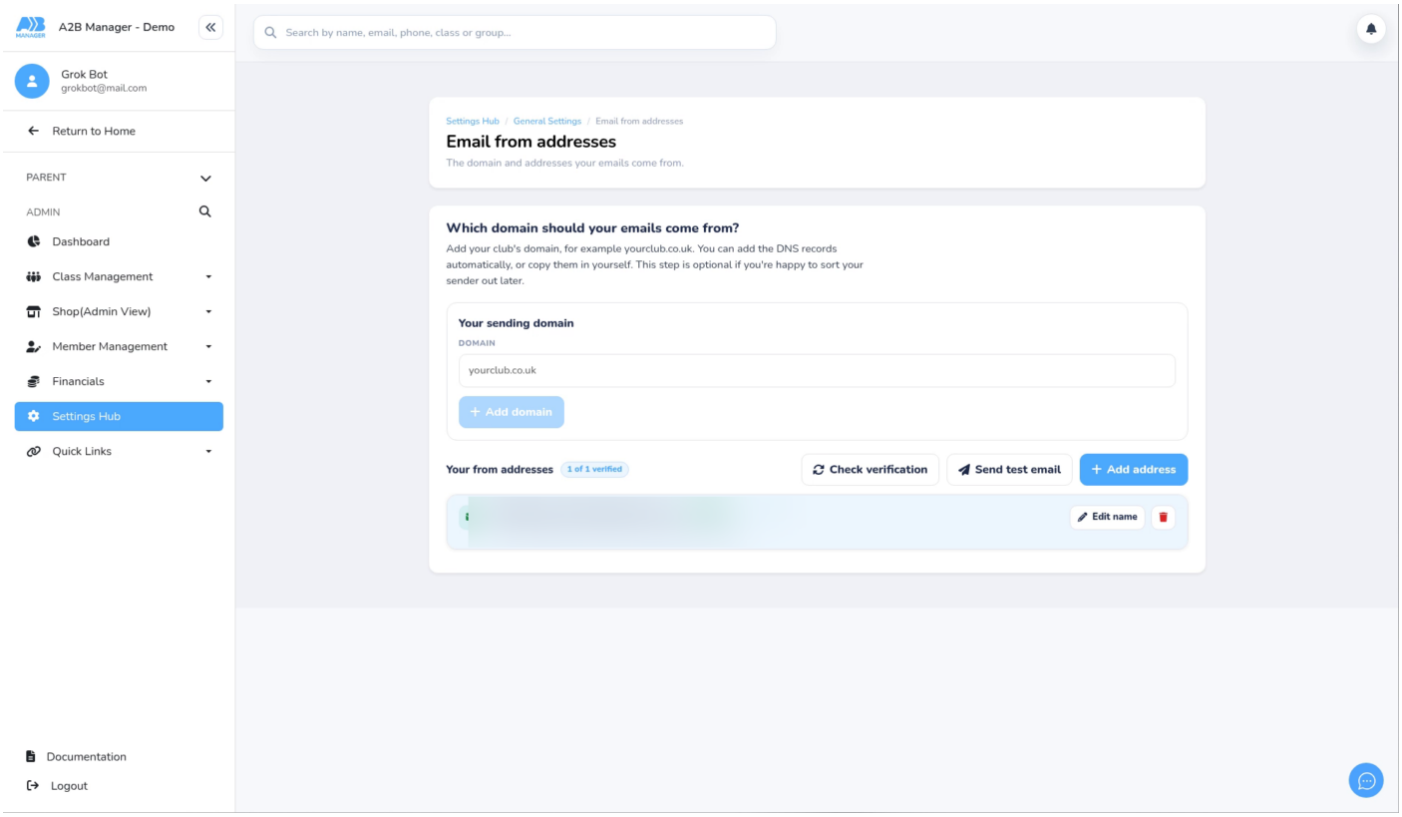
Before you start

- You'll need access to your domain's DNS settings (usually with the company you bought your domain from, or whoever manages your website).
- If you can't edit your DNS, choose **I can't edit this domain's DNS. Add one address instead.** and follow Add new email sender address.

Verifying your domain

Step 1: Open Email from addresses (0:00)

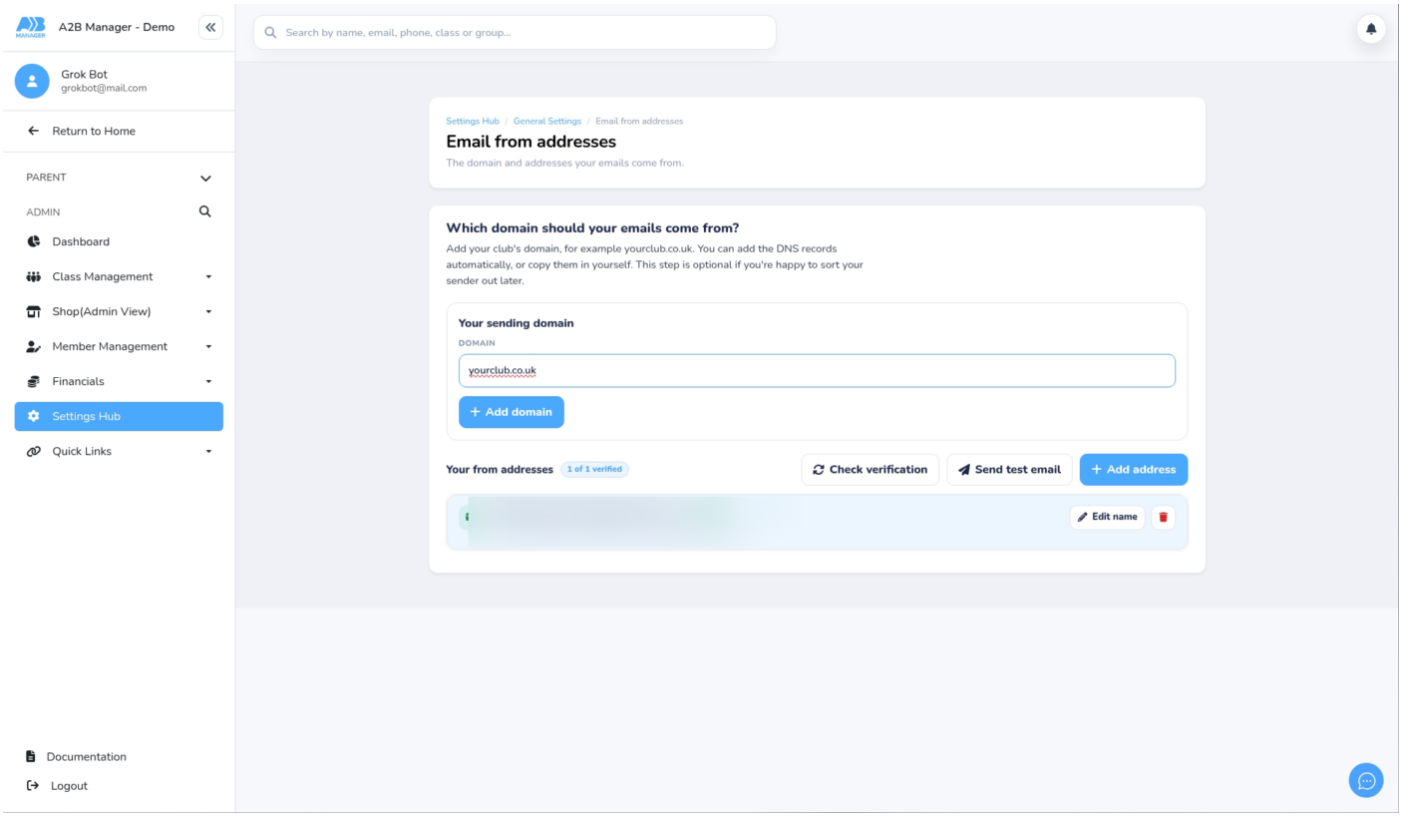
- Go to **Settings Hub** > **Settings** and open **Email from addresses**.
- Under **Your sending domain** you'll see the **Domain** box.



Step 1: The Email from addresses page

Step 2: Add your domain (0:09)

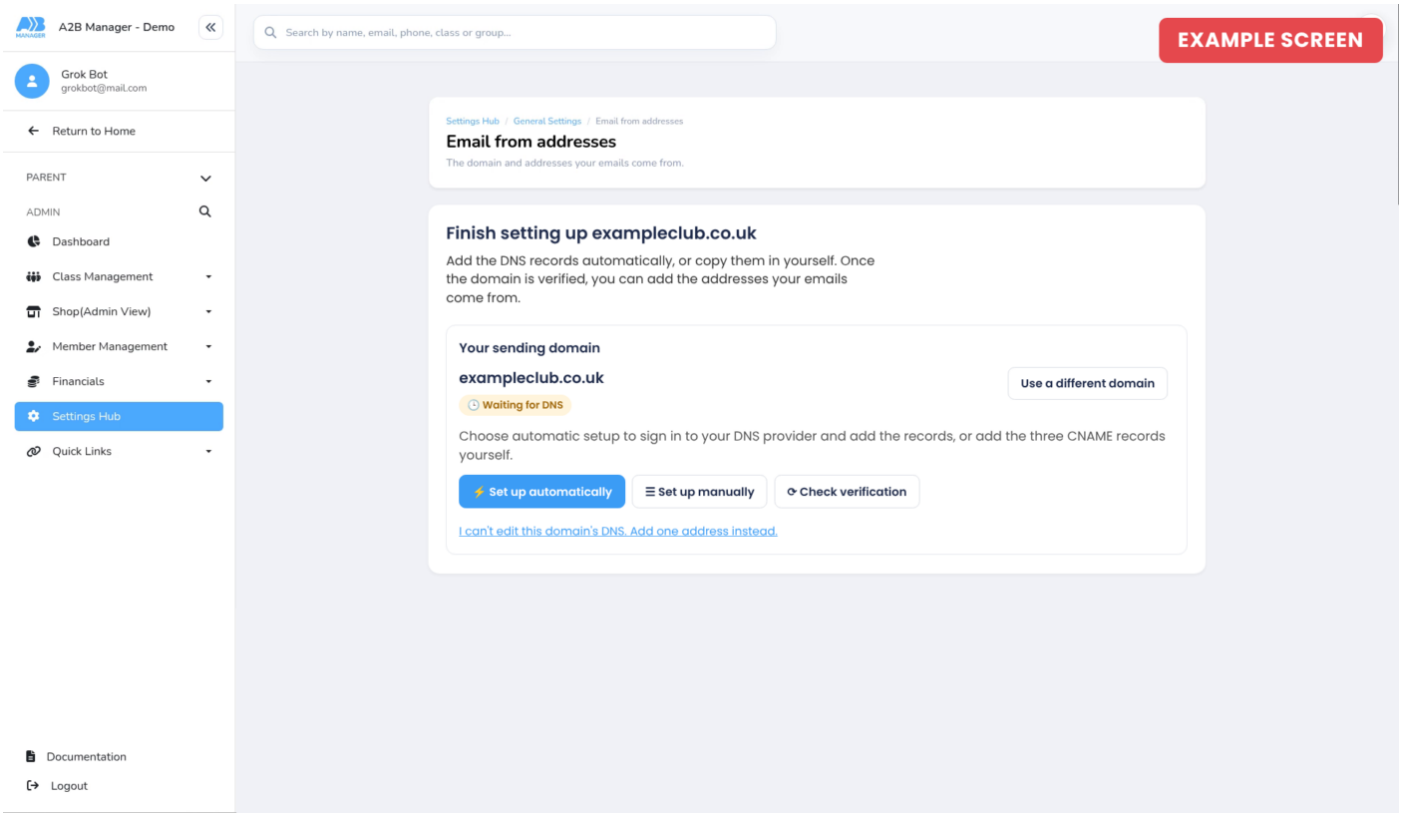
- Type your domain in the **Domain** box, for example yourclub.co.uk. Enter the domain only, not an email address.
- Click **Add domain**.



Step 2: Typing your domain

Step 3: Choose how to add the DNS records (0:17)

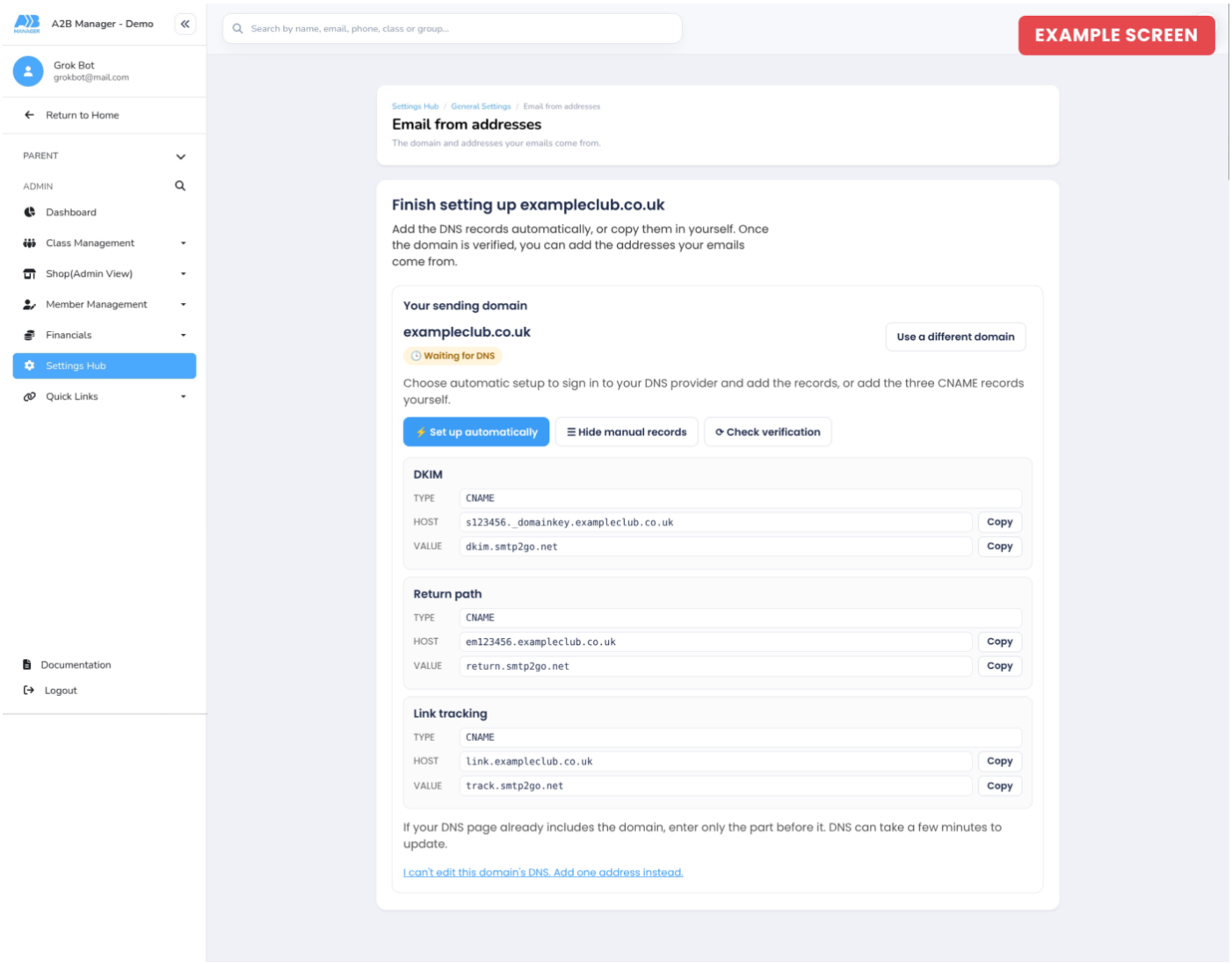
- Your domain now shows **Waiting for DNS**.
- **Set up automatically**: if this button shows, click it and sign in to your DNS provider to add the records for you.
- **Set up manually**: click this to see the records to copy in yourself.



Step 3: Example screen: domain waiting for DNS

Step 4: Add the three CNAME records (0:27)

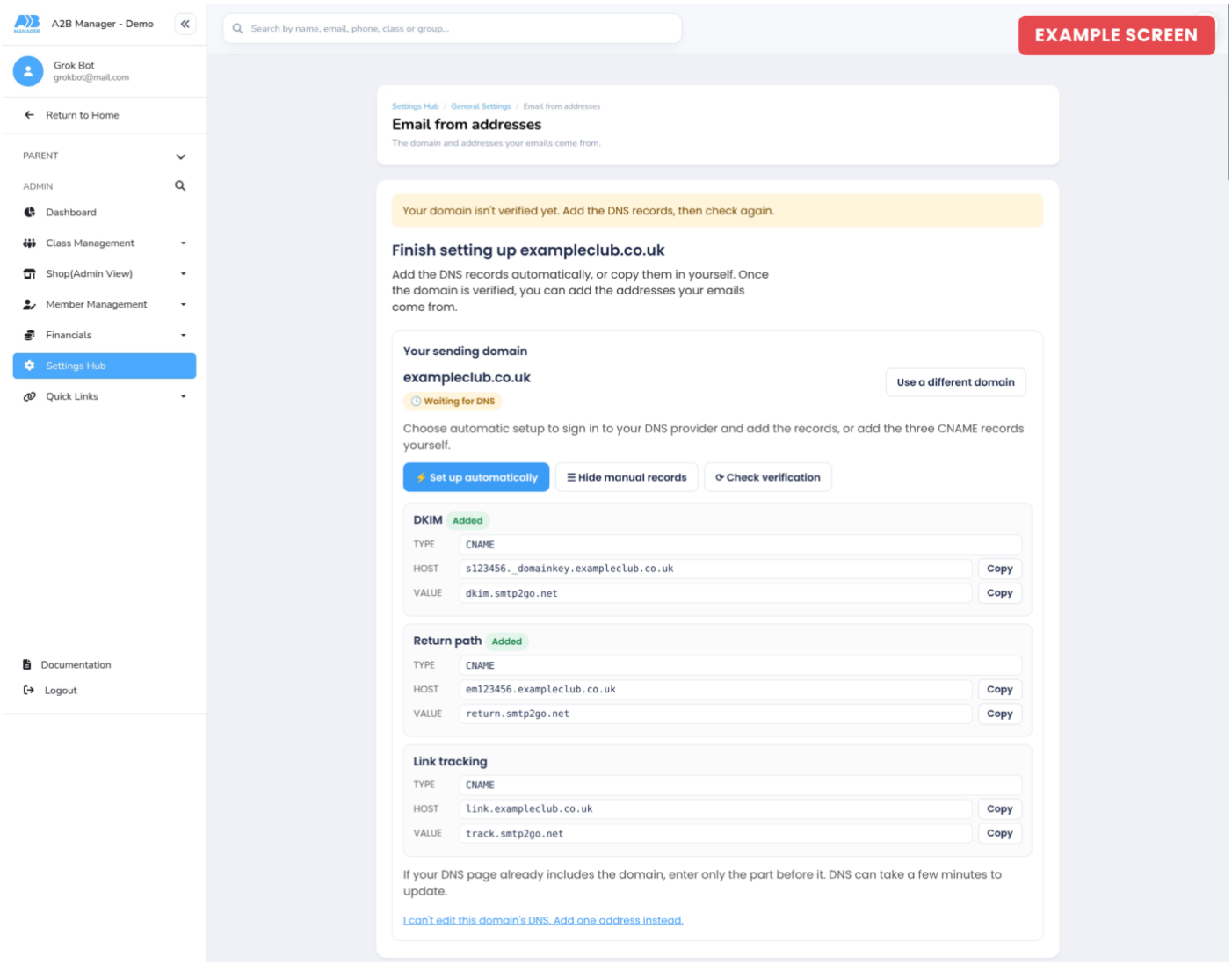
- You'll see three **CNAME** records: **DKIM**, **Return path** and **Link tracking**.
- For each one, use the **Copy** buttons to copy the **Host** and **Value** into a new CNAME record in your domain's DNS settings.
- If your DNS page already adds your domain to the end of the host, enter only the part before it.



Step 4: Example screen: the manual DNS records for exampleclub.co.uk

Step 5: Check verification (0:27)

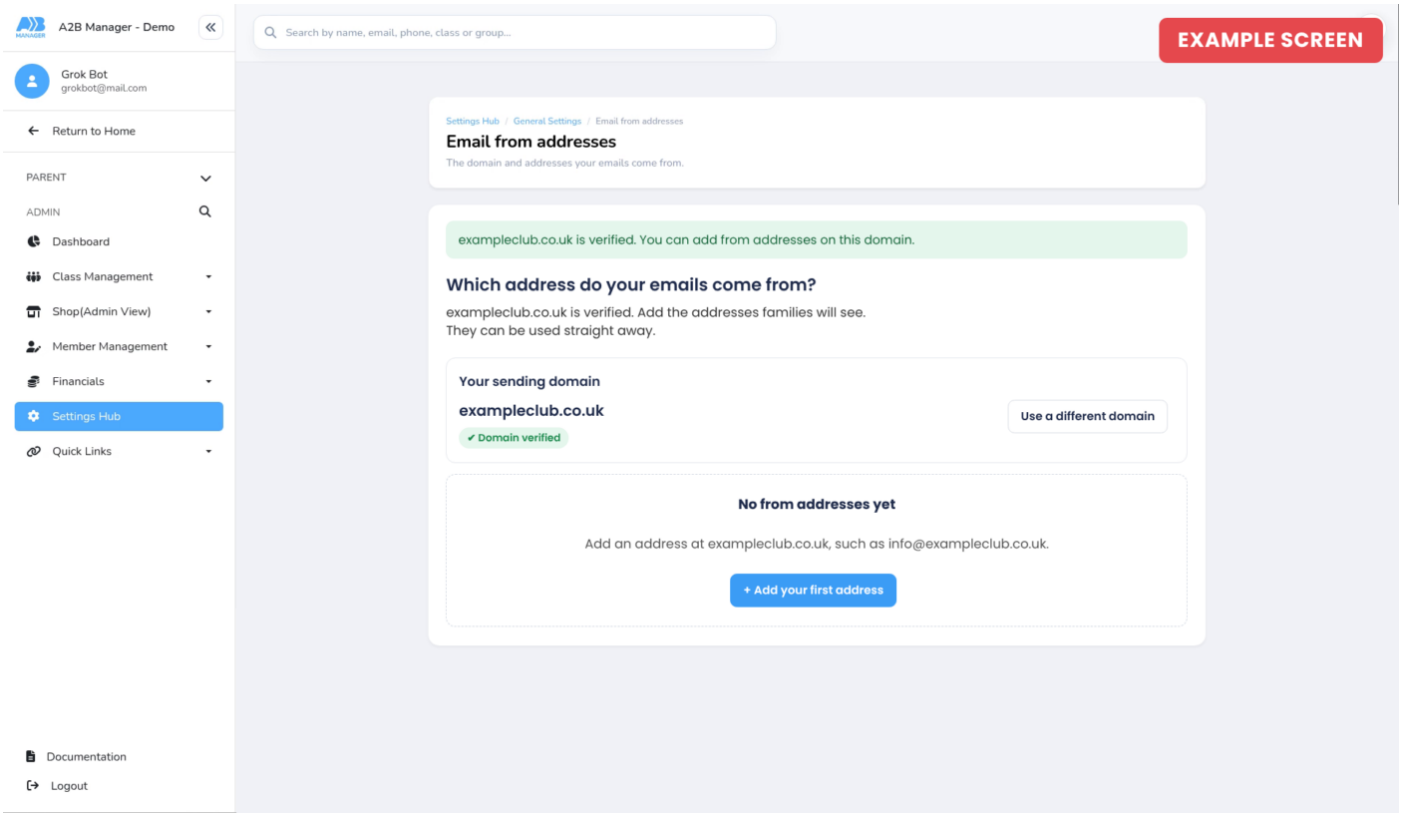
- Back in A2B Manager, click **Check verification**. Each record shows **Added** once it's found.
- If you see "Your domain isn't verified yet", wait a little and click **Check verification** again. DNS can take a few minutes to update, and sometimes longer depending on your domain host.



Step 5: Example screen: checking verification

Step 6: Add your from addresses (0:41)

- When all the records are found, your domain shows **Domain verified**.
- Click **Add your first address** and add an address at your domain, such as info@yourclub.co.uk. It can be used straight away, with no confirmation email. Sender name, default and test emails work as described in Add new email sender address.



Step 6: Example screen: domain verified

Changing your domain

- Click **Use a different domain**, then **Confirm remove**. You can then add a new domain.
- Addresses at the old domain will need to be verified again before they can be used.

Related guides

- Add new email sender address

> **Tip:** The screens for steps 3 to 6 are examples using exampleclub.co.uk. Your own screens will show your domain and the record values for your club.

Download the PDF guide (optional)