LAW FIRM LAUNCH PROGRAMME · SET UP EMAIL ON YOUR OWN DOMAIN

Email setup checklist

Mailboxes and the records that keep you out of spam.

01 Set up your mailboxes

- [ ] Every mailbox uses your firm's domain (name@yourfirm.co.uk).
- [ ] You've chosen a reputable provider such as Microsoft 365 or Google Workspace.
- [ ] Each fee-earner has their own named mailbox.
- [ ] A shared address like hello@ or enquiries@ is set up for the website.

02 The records that keep you out of spam

These three DNS records tell every inbox your mail is really from you.

- [ ] SPF is published so only your servers can send as your domain.
- [ ] DKIM is switched on so your mail is signed.
- [ ] DMARC is set, starting on a monitoring policy before you tighten it.
- [ ] You've given DNS changes time to take effect before testing.

> WE CAN DO THIS FOR YOU
>
> SPF, DKIM and DMARC trip up a lot of people — we set these up for firms so mail actually reaches the inbox, not the spam folder.
>
> **digitalroyalty.co.uk**

03 Prove it reaches the inbox

- [ ] A test to a Gmail and an Outlook address both landed in the inbox.
- [ ] You've run the address through a deliverability checker and passed.
- [ ] Replies come back to the right mailbox.
- [ ] Signatures carry your firm name, number and address.

PREFER THIS DONE FOR YOU?

Want your email set up right?

It's one of the things we build — hand it over and skip the DIY. · digitalroyalty.co.uk

Talk to us