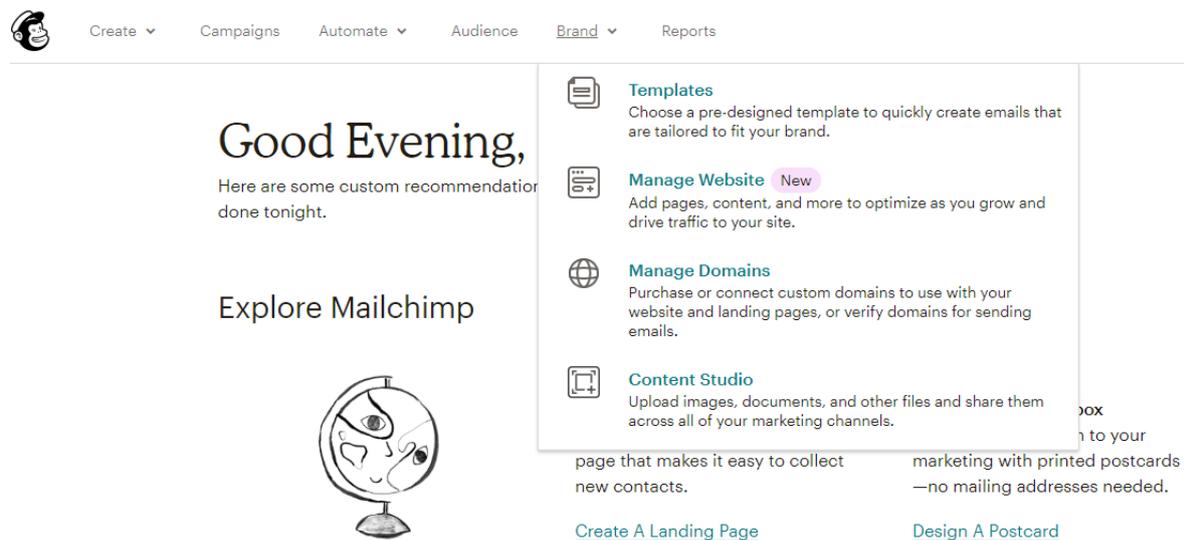


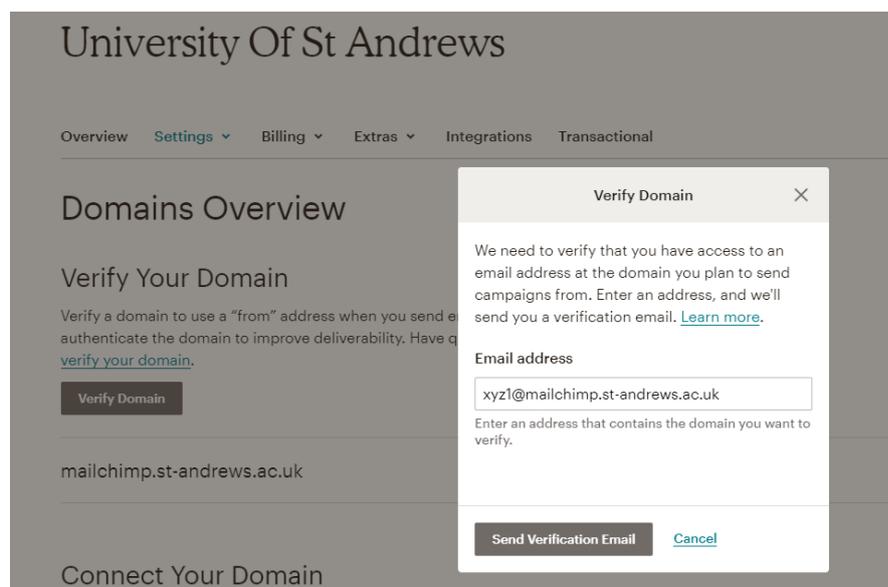
The University has created a subdomain specifically for use with Mailchimp. You will need to verify and authenticate this subdomain in your Mailchimp account.

From your dashboard in Mailchimp, click the Brand link then Manage Domains.



In the Manage Domains page, under Domains Overview, click “Verify Domain”, and in the popup dialogue enter your University email username followed by @mailchimp.st-andrews.ac.uk, and click the “Send Email Verification”. This will send a verification code, which will be mapped to your University inbox; you should enter this verification code into the text box shown.

For example, if your university email were xyz1@st-andrews.ac.uk, you would enter xyz1@mailchimp.st-andrews.ac.uk



Enter your verification code and click the “Verify” button.

Verify Domain ✕

Your verification email is on the way!

We sent an email to `awm2@st-andrews.ac.uk` to verify the domain `st-andrews.ac.uk`. (7/10/20 3:59AM). To verify `st-andrews.ac.uk`, click *Verify Domain Access* in the email. Or enter the verification code in this field.

Enter verification code

Verify [Cancel](#)

Once you have done this you will see `mailchimp.st-andrews.ac.uk` in your domains.

This will be followed by a grey “verified” note, and at the end of the line there will be an “Authenticate Domain” button. Click this button and you will be shown some domain authentication information. You can ignore the information on this dialogue box, as we have already implemented that. Simply click “Authenticate Domain” at the bottom of the box.

Domain Authentication ✕

Authenticate `pottedplanter.com` with MailChimp by modifying your domain's DNS records. These changes allow your campaigns to appear to come from `pottedplanter.com`, instead of from our servers. After you've made the required DNS changes, please wait 24-48 hours for the changes to propagate. [Why should I do this?](#)

DKIM: Create a CNAME record for `k1_domainkey.pottedplanter.com` with this value:

```
dkim.mcsv.net
```

SPF: Create a TXT record for `pottedplanter.com` with:

```
v=spf1 include:servers.mcsv.net ?all
```

Authenticate Domain [Cancel](#)

This may take a few minutes to process. This short wait is while is Mailchimp authenticates you to send as this domain. However, once done you will be shown the domains page again where the Mailchimp domain will show “Authenticated”.

Domains Overview

Verify Your Domain

Verify a domain to use a "from" address when you send emails. After you verify, authenticate the domain to improve deliverability. Have questions? Read how to [verify your domain](#).

Verify Domain

mailchimp.st-andrews.ac.uk

Authenticated

Disable Authentication



Once authenticated you can continue to send out your current campaigns, ensuring you set the sender to use the domain @mailchimp.st-andrews.ac.uk – at this point you should remove the st-andrews.ac.uk domain from your account, as it can longer be used to send from Mailchimp.

Official Mailchimp documentation for this process can be found at mailchimp.com/help/set-up-custom-domain-authentication-dkim-and-spf