

Systeme Email and Domain Verification Checklist

Before sending emails from your platform, you need to verify your sender email address and (optionally) authenticate your domain. This improves deliverability and ensures your emails land in inboxes instead of spam.

Step 1 – Add Your Email Address

1. Go to Settings → Verified email addresses
2. Click “Click here to confirm your email address.”
3. Enter the email address you want to send campaigns from (e.g. you@yourdomain.com).

Step 2 – Confirm Your Email

1. Open your inbox for the email you entered.
2. Find the confirmation email (check Promotions/Spam if you don't see it).
3. Click the confirmation link inside the email.

Once confirmed, your email will appear in the “Verified email addresses” list with an “Active” or “Verified” status.

Step 3 – Authenticate Your Domain

Authenticating your domain helps prevent emails from being flagged as spam.

1. In the Verified email addresses section, click “Click here to authenticate your domain.”

2. Copy the DNS records provided (SPF, DKIM, and sometimes DMARC).
3. Log in to your domain host (e.g. GoDaddy, Namecheap, Google Domains, SiteGround).
4. Add the DNS records exactly as shown.
5. Save changes and wait for them to propagate (this can take up to 24 hours).

Step 4 – Confirm Setup

Go back to your email platform.

Refresh the page after a few hours.

You should see your domain marked as Authenticated.

 Now your sender email is verified and your domain is authenticated. You can safely send campaigns with improved deliverability.

BONUS TIP: If You're Stuck...

Here's what you can say to your domain provider's support team if you need it:

“Hi, I need help adding DNS records (CNAME and TXT) to my domain for email verification with Systeme.io. I have the exact values – could you please add them for me?”

Still Need Help?

My husband Tim is a tech wizard and has helped many of my clients set this up quickly and smoothly.

He's fast, affordable, and super helpful – especially if tech makes your brain melt. 😊

If you'd like his help:

- Email me at info@katmillar.com
- Let me know what you've done so far
- I'll let you know the best next steps, which may include a link to book a Free Tech Strategy Session with him

Final Note

I know tech can feel overwhelming sometimes – but this is one of those *one-and-done* steps.

Once it's set up, you won't have to touch it again.

You're doing something powerful by setting your business up for better deliverability, more trust, and smooth, professional communication.

You've absolutely got this!

And if you need a hand, support is just a message away. 💙