Devcity Mail | Quick guide

Your business email, live in five steps.

From order to your first message on your own domain.

Most people finish in an afternoon, and most of that is waiting for DNS to spread. Every screen in this guide is the real one from your Devcity dashboard.

IN THIS GUIDE

1. **Order**
   Pick a plan, enter your domain and how many mailboxes you need
2. **Pay by bank transfer**
   Upload your slip and we approve it
3. **Prove the domain is yours**
   Add one TXT record at your DNS provider
4. **Add the mail records**
   MX, SPF, DKIM and DMARC, with a Check DNS button
5. **Create your mailboxes**
   One for each person, then send a test message

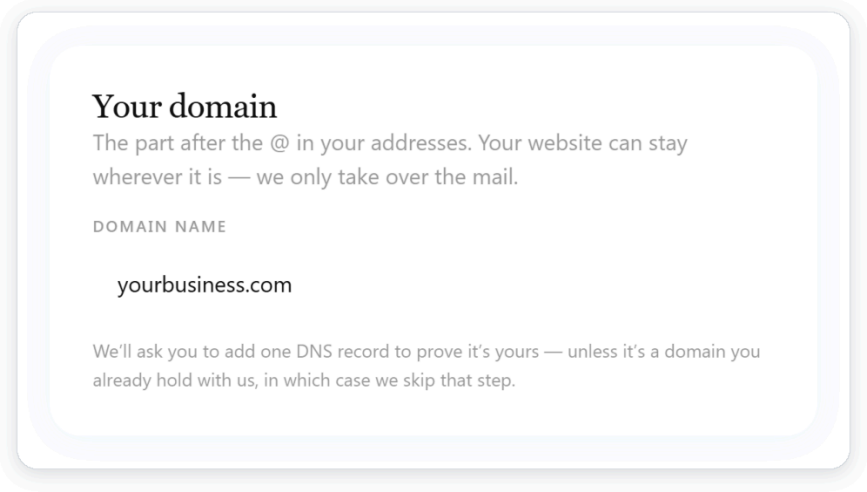
TIME
About an afternoon

YOU NEED
Your domain and access to its DNS settings

PAY BY
Bank transfer, in MVR

1 Order

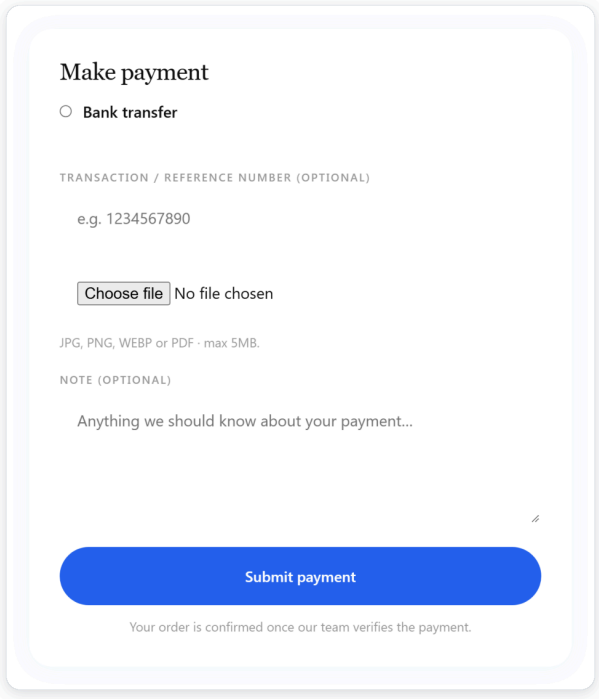
Sign in to your Devcity account and open **Devcity Mail**. Pick a plan, then fill in two boxes: the **domain name** you want email on, and **how many mailboxes** you need. You can add more mailboxes later.



The part after the @ is your domain

2 Pay by bank transfer

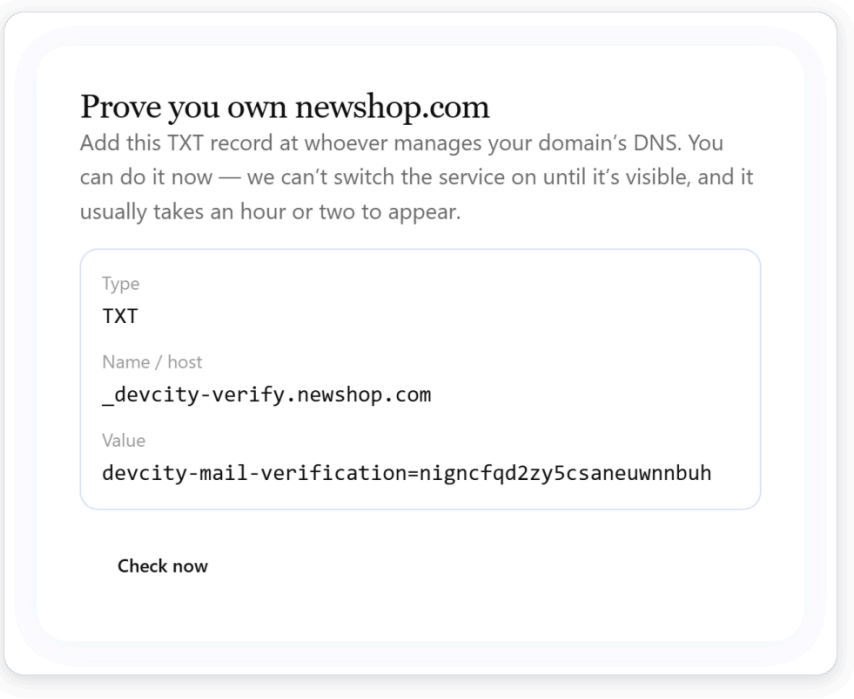
Your order page shows how to pay. Transfer the amount, then upload a photo or PDF of your slip and press **Submit payment**. We check it, approve it, and email you.



The payment form on your order page

3 Prove the domain is yours

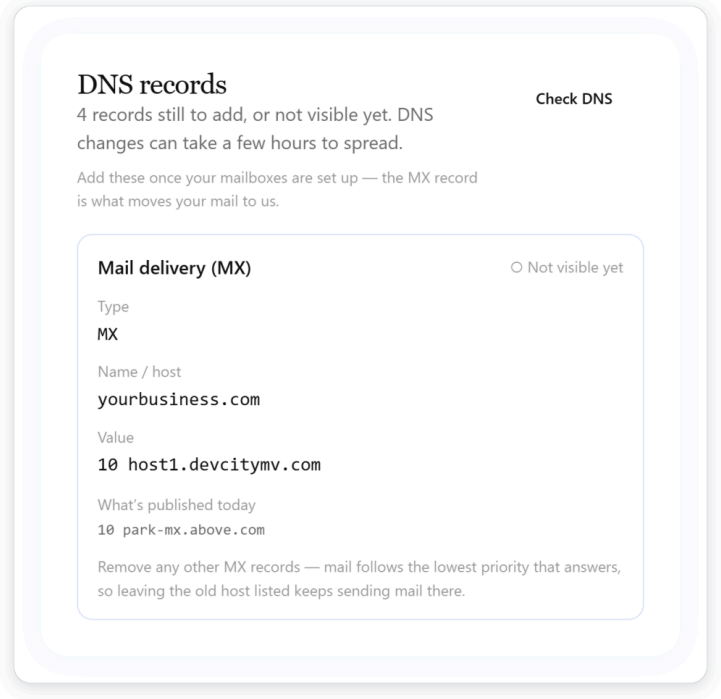
This stops anyone ordering email on a name they do not own. On the same order page we show one **TXT record**. Add it at whoever manages your domain, then press **Check now**. It can take an hour or two to appear.



Copy the name and the value exactly as shown

4 Add the mail records

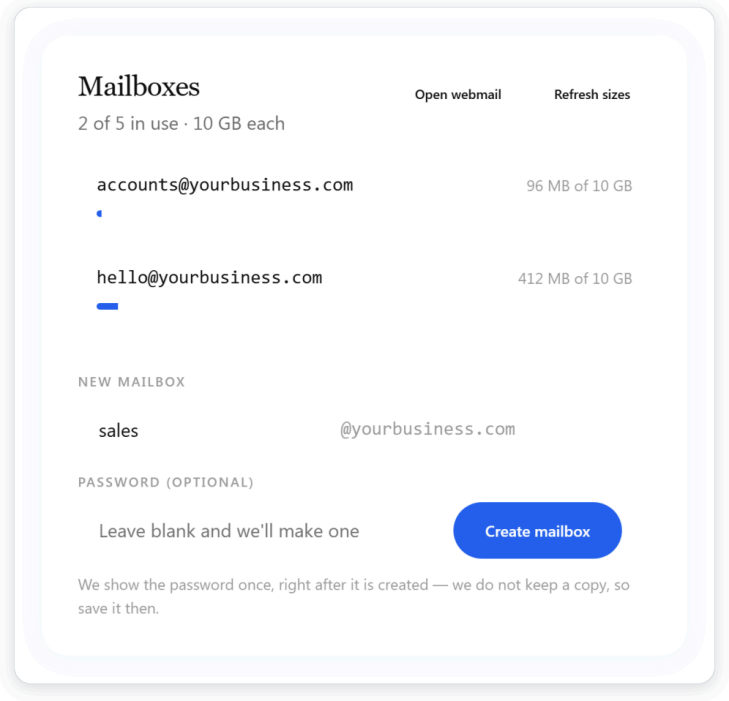
Once we switch your service on, open your domain in **Devcity Mail**. The **DNS records** card lists the records that send your mail to us. Add each one, then press **Check DNS** until every line says Found.



Each record says Not visible yet until it is found, then Found

5 Create your mailboxes

On the same page, type a name for the first address, add a password or leave it empty, and press **Create mailbox**. Mail only starts arriving once the first mailbox exists.



Your mailboxes, and the form for a new one

Check that it works. Send a message to your new address from Gmail, then reply to it. If both arrive, you are done.

Have Devcity hosting?

Your free mailboxes are already included. Skip straight to step 5.

Moving from another provider?

Changing the MX record moves new mail only. Ask us before you switch, and we will move the old mail too.

Next: read the guide on mailboxes and passwords, then set up your phone.