



Webmaster Email Address Instructions

Standard Launch

In order to send emails through your AlumniMagnet website, you will need to set up a “webmaster@yourdomain.com” forwarding email address with your domain provider. This webmaster email address will be the default address for all eNewsletters that you send as well as on receipts for event tickets and membership transaction.

The webmaster email address needs to forward to TWO email addresses:

1. your webmaster/administrator
2. mailbot@omnimagnet.com

When an alum/member sends an email to your webmaster email address – both you and AlumniMagnet will receive a copy. This ensures that all communications from your website to are compliant with anti-spam regulations.

GoDaddy

We recommend Go Daddy as your webmaster email provider. GoDaddy is inexpensive and if you purchase you domain through GoDaddy, the forwarding email comes along for free.

Setting up a forwarding address with GoDaddy:

1. Log in to your [Account Manager](#).
2. Click **Email**.
3. *If you are using a free credit*, next to the account you want to use, click **Set Up**. Select the credit's type and domain name you want to use, and then click **Set Up**.
4. Next to the account you want to use, click **Launch**.
5. If an option to add addresses or view all email plans displays, click **View All** to display all of your email plans.
6. On the left, click **Forwarding Plans** to use a forwarding plan you have already set up, or click **Unused Forwarding**, under the Unused Plans folder to use a new plan.
7. Click **Add** next to the Email Forwarding account you want to use.
8. On the **Settings** tab, complete the following and then click **OK**:
 - a. **Forward Address** — Enter the name of your email address.
 - b. **@** — Select the domain name you want to use.
 - c. **Forward Mail To** — Enter the email address you want the messages forwarded to.
 - d. Click **OK**.

Other Email Providers

For Clubs and SIGs with a domain/email address purchased from another provider:

1. Follow the steps to forward your webmaster@ email address to these TWO email addresses
 - a. your webmaster/administrator
 - b. mailbot@omnimagnet.com
2. Find your provider's Mail Exchange ("MX") setting information. MX records are DNS settings associated with your domain that direct its mail to the servers hosting your users' mail accounts. These may change from time to time, but the form will look like this:
 - 1. mx0 – smtp.secureserver.net
 - 2. mx10 – mailstore1.secureserver.net

There may be only one MX setting, or there may be more; please provide whatever your email service provider has for their MX settings. You can generally either call your service provider or do a search on their website for "MX records" or "MX settings"--this should get you the information needed to finish setting up your outbound email service.

Send the MX settings to the HAA using the Support Tracker. The HAA will send AlumniMagnet the MX settings information on your webmaster account.

3. Once the settings are loaded, click the verification link in "Manage Newsletters". An email will be sent to mailbot@omnimagnet.com and your webmaster. Once both verification links in the emails are clicked on, your address is confirmed and you can send emails through your site.

Ongoing Maintenance

Every 6 months your website site will need to confirm that your email forwarding is still active and correctly set up. This is to ensure that both your organization and the HAA remain in compliance with anti-spam regulations.

At those 6 month intervals, you will get a message on your "Manage Newsletter" admin screen asking you to click on a link to verify the forwarding. This will generate a short test message that will be sent to your "webmaster@yourdomain.org" address.

Once this is sent, click the verification link that your administrator will receive in the email. AlumniMagnet will receive an identical email and will click the link they receive. Once the system confirms that both addresses received the email, be able to continue sending eNewsletters.