

■ Opus Leonis LLC — Business Email Setup Checklist

Goal: Create professional addresses like mike@opusleonis.com, hello@opusleonis.com, billing@opusleonis.com.

Step	Action
Pick Provider	Choose one: Google Workspace, Proton Business, or Zoho Mail. (All support custom domains and I
Buy/Use Domain	Register opusleonis.com (or variant). Keep registrar login handy.
Add Users/Aliases	Create: mike@, hello@, support@, billing@, quotes@; set a catch■all if desired.
DNS — MX Records	Point your domain's MX records to your provider (copy from their admin panel).
DNS — SPF	Add SPF TXT (example for Google): v=spf1 include:_spf.google.com ~all
DNS — DKIM	Enable DKIM in provider admin, then publish the DKIM TXT records they give you.
DNS — DMARC	Add TXT at _dmarc.yourdomain: v=DMARC1; p=quarantine; rua=mailto:postmaster@yourdomain; a
Test	Send/receive test emails; run a check at mail-tester.com or similar.
Security	Enable 2FA for all mailboxes; restrict forwarding; audit recovery emails.

Tip: Create separate mailboxes for quotes@ and billing@ so vendor replies and invoices stay organized.