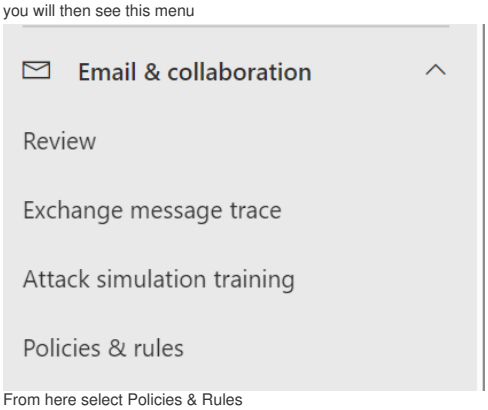
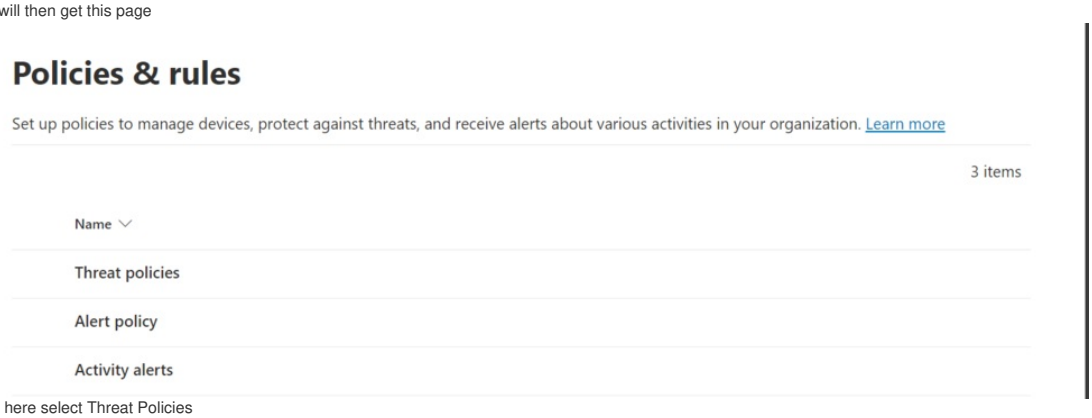
How to configure DKIM - using Microsoft 365

To configure DKIM you need to do the following:

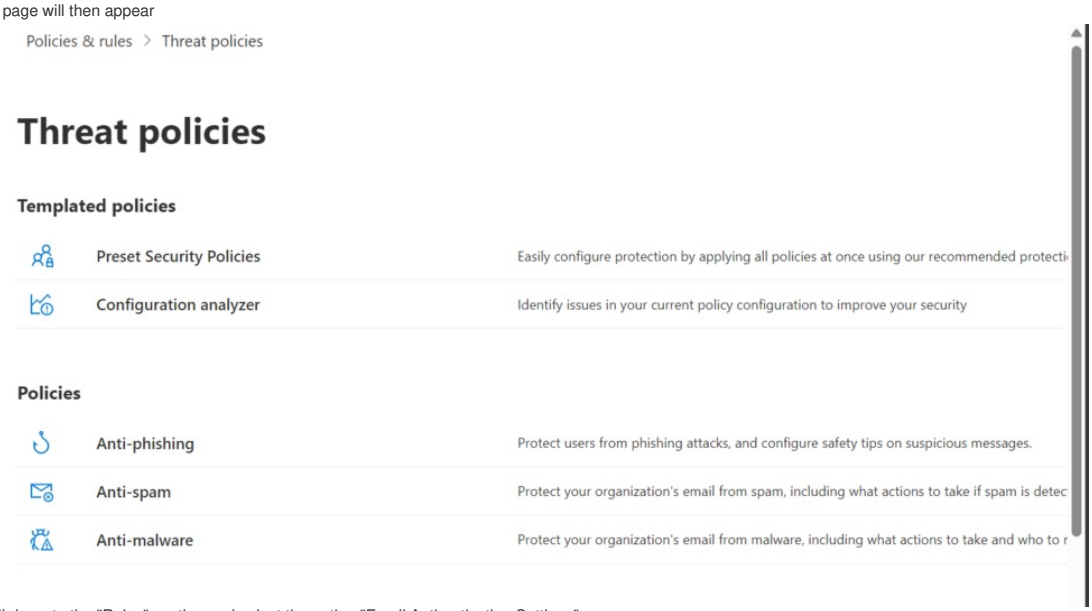
1. Login to the companies Microsoft Office 365 Admin Console e.g. Office 365 Admin (IPCS) — IT Glue
2. Once you are logged in go to https://admin.microsoft.com/
3. Once in the admin console - from the left sidebar menu select the Security Admin center https://security.microsoft.com/
4. Once in the security admin console - from the left sidebar menu select the dropdown "Email & Collaboration"
   you will then see this menu



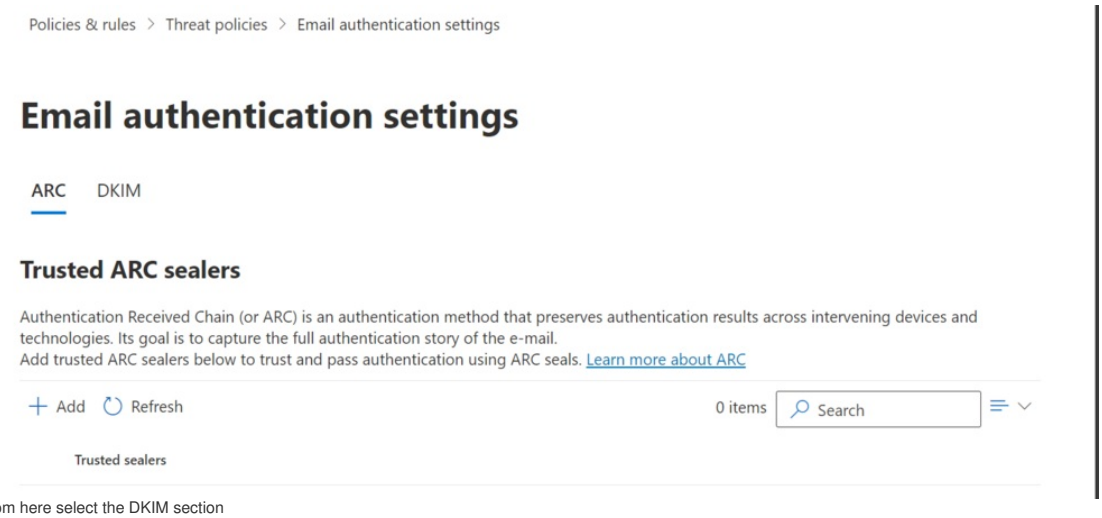
5. From here select Policies & Rules
   you will then get this page



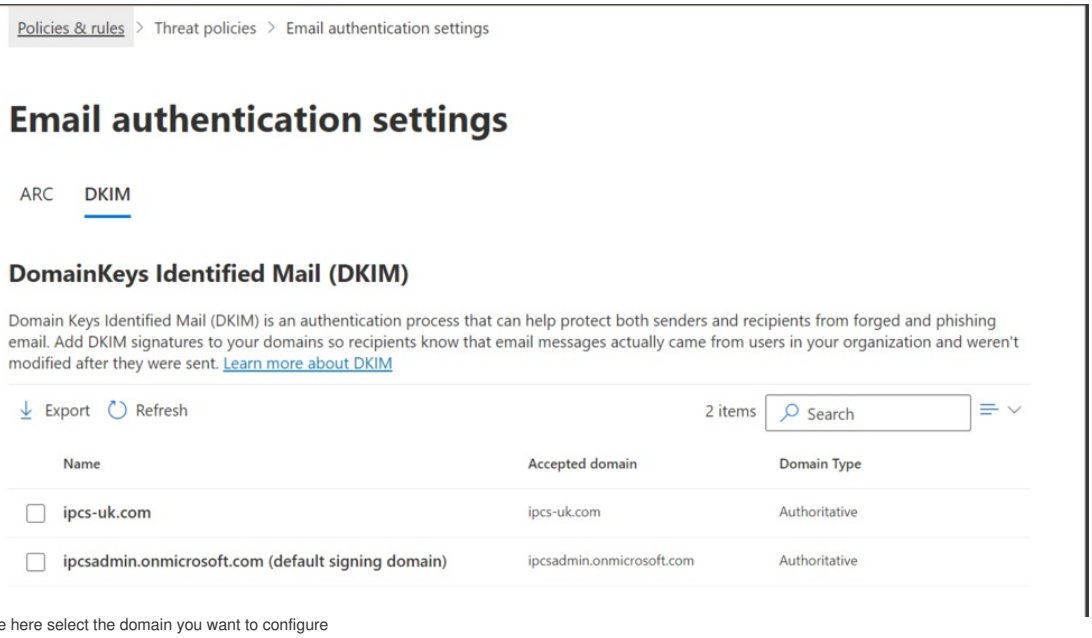
6. from here select Threat Policies
   This page will then appear



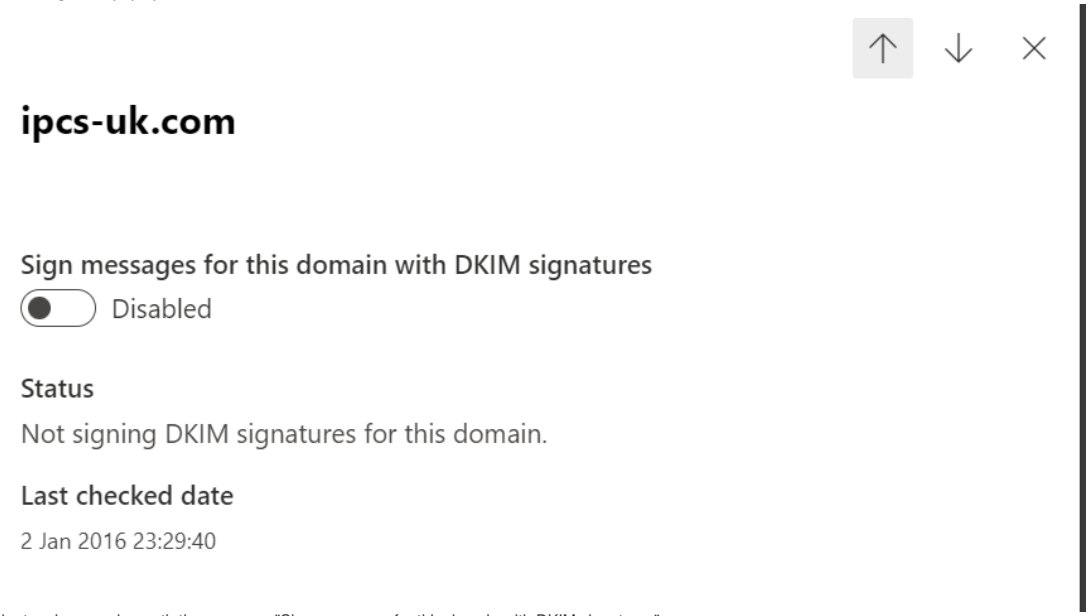
7. scroll down to the "Rules" section and select the option "Email Authentication Settings"
   you will then get this page



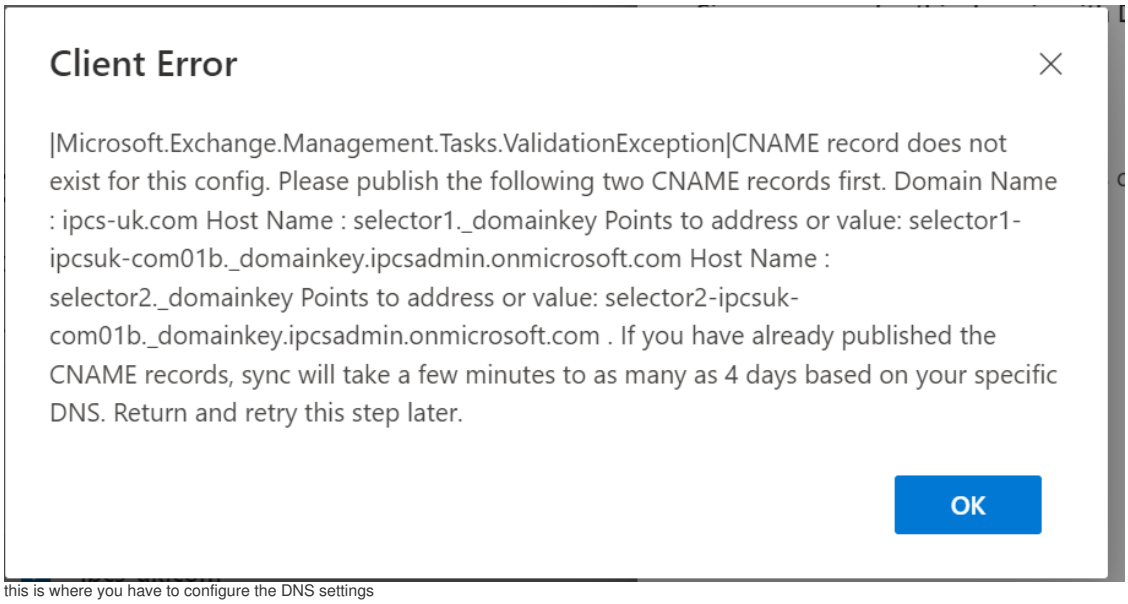
8. From here select the DKIM section



9. Once here select the domain you want to configure
you will then get this pop up



10. turn the toggle on underneath the message "Sign messages for this domain with DKIM signatures"
you will then get this message pop up



11. this is where you have to configure the DNS settings

How to configure the DNS for DKIM - using M365

To configure DKIM DNS record you need to do the following:

1. Login to the companies DNS hosting provider e.g. IPCS-UK.com domain login — IT Glue
2. Once you are logged in go to the DNS settings
   The type of record for a DKIM (using Microsoft) record is a CNAME record.
3. To add this to the DNS settings the record should look something like this:
   there are two records that has to be completed
   name1: selector1._domainkey
   value: selector1-company-com01b._domainkey.companyadmin.onmicrosoft.com

   name2: selector2._domainkey
   value: selector2-company-com01b._domainkey.companyadmin.onmicrosoft.com

What do you do after you have edited the DNS records

Once you have entered the two x CNAME records go back to the O365 admin console where you got the two records from and after 10 minutes you can then enable the DKIM signing.

this depends on what DNS provider the company uses.