Brevo Account Setup Guide

For Automated Email Integration

This guide explains how to create a **Brevo** account and share the required credentials so automated emails can be sent from your platform.

Step 1: Create a Brevo Account

1. Go to the official website:
   👉 https://www.brevo.com
2. Click **"Sign Up Free"**
3. Register using:
   - Your business email address (from which email address you want to send emails to users from the platform)
   - A secure password
4. Verify your email address from the confirmation email sent by Brevo.
5. Complete your company profile information:

Step 2: Verify Your Sending Domain (Recommended)

To improve email delivery and prevent emails from going to spam:

1. Go to **Settings → Senders & IP**
2. Click **"Domains"**
3. Click **"Add a Domain"**
4. Enter your domain (example: `yourdomain.com`)
5. Brevo will provide DNS records (TXT, SPF, DKIM)
6. Add those records in your domain hosting panel (e.g., cPanel / Cloudflare / GoDaddy)
7. Wait until Brevo shows the domain as **Verified**

⚠️ If needed, please share domain hosting access so we can configure DNS properly.

Step 3: Create an SMTP Key

We need an API key to connect your platform with Brevo.

1. Go to **Settings**
2. Click **"SMTP & API"**
3. **Generate a New API Key**
4. Copy the API Key immediately

Step 4: Share Required Credentials

Please securely share the following information:

- ✅ Brevo Account Email
- ✅ Generated API Key
- ✅ Verified Sending Email Address
- ✅ Confirmed Domain (if added)
- ✅ SMTP Server
- ✅ Port
- ✅ Login