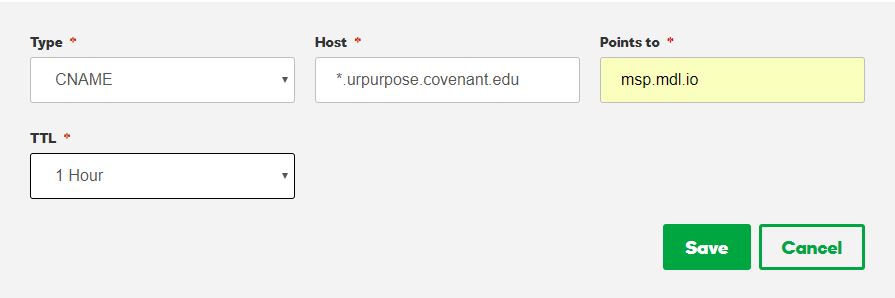
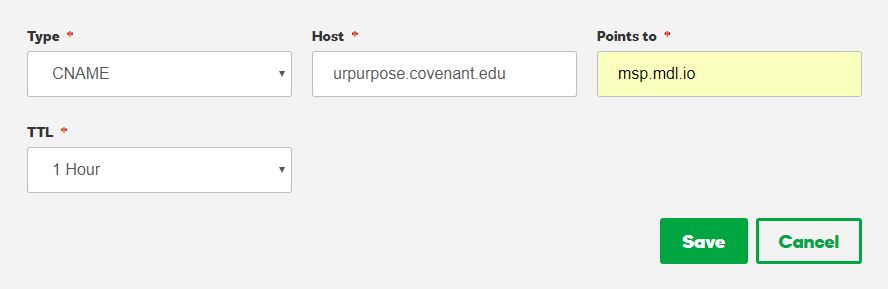
**The screenshots below are from Godaddy.com. Your domain provider experience may differ, but the same principles apply.**

# **SETUP THE SUB DOMAIN *werhome.*oc.edu**

## Set up the subdomain to point to msp.mdl.io (Remove any existing CNAME or A records pertaining to the *werhome* subdomain). Be sure to include the wildcard subdomain, *\*.werhome*.



\*.werhome.oc.edu



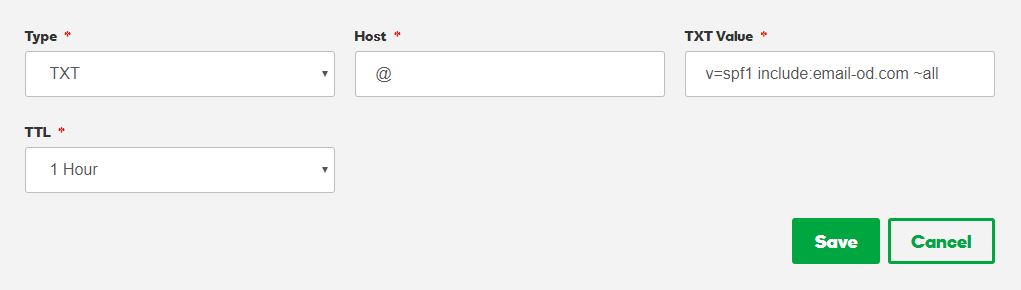
werhome.oc.edu

**enrollmentFUEL** will purchase an SSL certificate for this subdomain on your behalf. This process requires email approval from the administrator of *oc.edu*. The administrator will receive an email from Entrust Datacard with subject line of “Domain permission required”. The email address used will be the one registered under *oc.edu*. You must reply to the original email with your approval. Do not create a new email with approval.

# (*The next two steps will mitigate our emails from being flagged as junk. They are just recommended steps and not absolutely necessary for the campaign to launch.)*

# **ADD SPF RECORD TO ROOT DOMAIN *oc.edu***

## Create a TXT record containing this text: v=spf1 include:email-od.com ~all



\*note: if your domain already contains the above text record, then disregard the above instructions.

# **SETUP DKIM KEY ON ROOT DOMAIN *oc.edu***

## Create two TXT records for the public DKIM key:

**TXT ONE:**

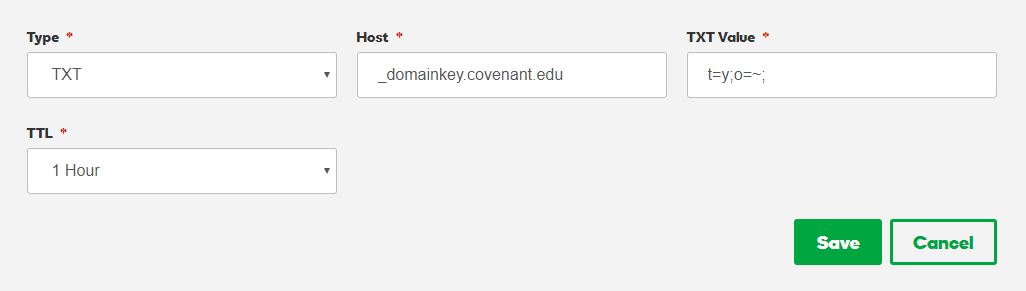
**HOST:** \_domainkey.oc.edu

**VALUE:** t=y;o=~;

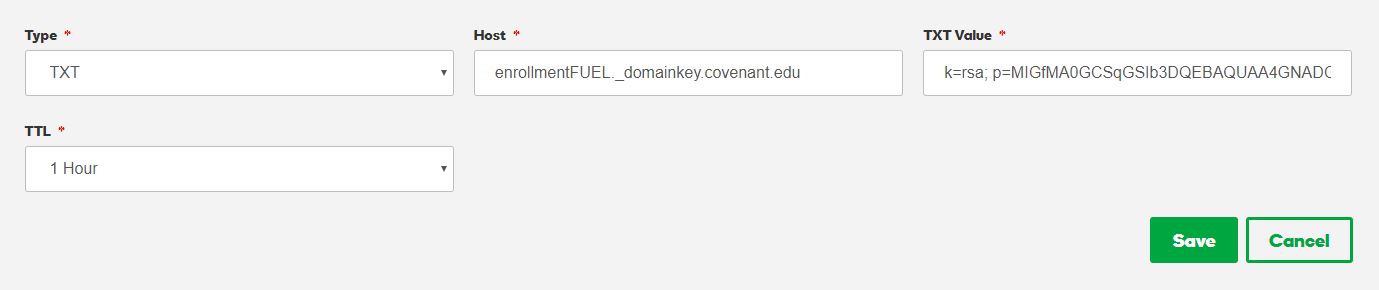
**TXT TWO:**

**HOST:** enrollmentfuel.\_domainkey.oc.edu

**VALUE:** k=rsa; p=MIGfMA0GCSqGSIb3DQEBAQUAA4GNADCBiQKBgQDBPfdZbrbRr6lem5yzhZAT/vQswA+hPAizdMUCGc0BUh6zG4niFrMszJoBzvnke0/2b4ID45dqsC+fXC4NjIqvy12x7ndDwoJa/z/+jQiTIIX8Th6C+cmjCmz+jGatDc0vm1zfTrrRflumcQfXieDUO2chAIJAceV8rv6tviQt3wIDAQAB



\_domainkey.oc.edu



k=rsa; p=MIGfMA0GCSqGSIb3DQEBAQUAA4GN

enrollmentfuel.\_domainkey.oc.edu

Finally, please notify **enrollmentFUEL** via Basecamp when tasks are completed.

# CHECKLIST:

[ ] Subdomain *werhome.oc.edu* created and is pointing to *msp.mdl.io*

[ ] Wildcard subdomain *\*.werhome.oc.edu* created and is pointing to *msp.mdl.io*

[ x ] Reply to email from Entrust Datacard for SSL certificate authorization

[ ] SPF record added to root domain *oc.edu* (optional)

[ ] DKIM records added to root domain *oc.edu* (optional)

[ ] Notify **enrollmentFUEL** when all tasks are complete