Email sender checklist

Everything that sends email with your address on it, and the three records that let Gmail and Outlook trust it. Fill it in once, tick it off, and keep it with your logins.

WHAT SENDS AS YOU	SERVICE NAME	IN SPF	DKIM ON
Your email provider Google Workspace, Microsoft 365 or hosting email		☐	☐
Your website Contact, quote and order emails		☐	☐
Newsletter tool Mailchimp, Constant Contact...		☐	☐
Invoicing or booking QuickBooks, Square, booking apps...		☐	☐
Anything else CRM, help desk, receipts		☐	☐

THEN

- ☐ **One SPF record** with every sender above, ending in ~all
- ☐ **DMARC in watch mode** v=DMARC1; p=none; with reports to an inbox you read
- ☐ **Show original test** SPF, DKIM and DMARC all say PASS in Gmail
- ☐ **Website form test** arrives in the inbox, Reply-To is the customer

Tip: never add a second SPF record. Every sender goes in the same line.