
Learning Portal Mail Setup

AEC Daily Tech

Learning Portals send email for a number of reasons.

This document is a guide to aid in getting outbound email working reliable.

These steps must be taken care of before a new Learning Portal goes live.

1 Introduction

To send email from a server (e.g. a web server providing Learning Portals), several DNS records must be set up, which helps demonstrate that email from that server is legitimate, and is not spam.

Note that Learning Portals (or AEC Daily servers) cannot accept email on behalf of a Learning Portal—you will need to use a company email address on the company email server (e.g. a Microsoft 365 user account and/or email address) such as `learning@example.com`.

These configuration steps will likely be well-understood by your company's IT staff—and they will have to do the setup.

2 Email Sending Default Configuration

Unless explicitly configured otherwise—by following the steps in this document—any email sent from a learning portal will come from the address `info@aecdaily.com`—most customers will prefer a different address.

3 Choosing the Email Sending Address

Most Learning Portal customers will likely want their LP email to come from either a corporate address or an address associated with the web address or domain of the Learning Portal.

For example, if your Learning Portal URL is `learning.example.com`, you may wish to use `learning@example.com` or possibly `info@learning.example.com` for sending mail.

Or if you have a domain just for your Learning Portal, e.g. `www.example-learning.com`, you may wish to use something like `info@example-learning.com`.

4 DNS Configuration for Email Sending

You will need to set up SPF and DKIM records and, if you don't already have one, a DMARC record, in DNS.

If your email sending address is on a domain e.g. `example.com` or `example-learning.com` then you will set up (or modify) DNS records for the domain.

If your email sending address is on a sub-domain e.g. `learning.example.com` then you will set up (or modify) DNS records for that sub-domain.

Your DNS SPF record for your domain or sub-domain will need to contain

```
include:_spf.aecdaily.net
```

and you will need to add two `_domainkey` CNAME records for your domain or sub-domain:

```
mailout._domainkey IN CNAME mailout._domainkey.aecdaily.net.  
mailout1024._domainkey IN CNAME mailout1024._domainkey. ↔  
aecdaily.net.
```

and you will need to ensure you have an appropriate `_dmarc` record for the domain or subdomain. (Documentation on `_dmarc` records is available from your DNS or email provider, or via an internet search, and will depend on your specific requirements.)

Note that `_dmarc` records can be inherited by subdomains—but SPF and DKIM records are not inherited by subdomains.