

How to Use Your Own Domain and Sender Email

Host your meetings at your company's address and send invitations from your company's email.

Out of the box, your account lives at a MegaMeeting address and invitations come from a MegaMeeting email address. This guide moves both to your company: meetings at an address such as **meeting.yourcompany.com**, and invitations from an address such as **invite@yourcompany.com**.

It takes four short steps in MegaMeeting, plus adding four records at whoever manages your domain's DNS. If that is not you, it helps to have that person on hand for step 3.

Do your [branding](#) first or after, whichever you like. Your own address is what makes it show from the very first screen.

1. Open Settings, Domain & Email

Click **Settings**, then **Domain & Email**. Under **Use your own domain** you see the address your account is on now. Click **Set Up My Domain**.

Account Settings

 Profile

 Notifications

 Branding

 **Domain & Email**

 Room Templates

 Invitation Notes

 Waiting Rooms

 Subscription & Billing

 API Access

Use your own domain

Set up your company's address and email in four steps.

Host your meetings at your company's own address, such as `meeting.yourcompany.com`, and send invitations from your company's email domain, such as `invite@yourcompany.com`.

[Set Up My Domain](#)

Current address: `app.megameeting.com`. Invitations are sent from the default address.

2. Enter Your Domain

Type the domain from your company's email addresses, without www or anything before it (for example **harmonymediation.com**), and click **Continue**.

MegaMeeting checks it straight away. If the domain is already set up with MegaMeeting under another account, you are offered **Ask Support to Add It** instead.

The screenshot shows the 'Account Settings' page with a sidebar on the left containing links: Profile, Notifications, Branding, Domain & Email (highlighted), Room Templates, Invitation Notes, Waiting Rooms, Subscription & Billing, and API Access. The main content area is titled 'Use your own domain' and includes a progress bar with four steps: 1. Your domain (active), 2. Your addresses, 3. DNS records, and 4. Switch on. Below the progress bar, it says 'Enter your company's domain' and 'The domain in your company's email addresses, for example acmelaw.com.' There is a text input field containing 'harmonymediation.com' and a blue 'Continue' button.

3. Choose Your Web Address and Sender

- **Web address:** where your account will live. It is a name in front of your domain; **meeting** is filled in for you, so the address is **meeting.harmonymediation.com**.
- **Invitation sender:** the address invitations come from, filled in as **invite**. Leave it blank to keep sending from the default address.

Click **Show My DNS Records**.

GOOD TO KNOW: The sender mailbox has to receive mail

When someone accepts or declines a calendar invitation, their reply goes to the sender address. Use a mailbox that exists and that someone reads, not a made-up address.

Account Settings

Profile

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Branding

Domain & Email

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Set up your company's address and email in four steps.

✓ Your domain

2 Your addresses

3 DNS records

4 Switch on

Web address

meeting.harmonymediation.com

Invitation sender

invite@harmonymediation.com

This mailbox must accept incoming mail, because calendar replies are sent to it. Leave blank to use the default address.

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Show My DNS Records

4. Add the DNS Records

MegaMeeting lists four records to add at your DNS provider. All four are **CNAME** records, and each name and value has a **Copy** button:

- **Web address** (one record): points your new address at your account.
- **Domain** (three records): let email providers confirm that MegaMeeting may send invitations for your domain, so they are delivered rather than marked as spam.

The page checks for the records straight away and then every 30 seconds, and each one turns **Found** as it appears. **Check Now** checks immediately. You can leave and come back at any time; the setup picks up where it left off. Once all four are found and the domain is verified, it moves on by itself.

GOOD TO KNOW: Some DNS providers add your domain to the name for you

If yours does, paste the name without your domain on the end (for the web address, just **meeting**). Otherwise the record ends up at a name like `meeting.harmonymediation.com.harmonymediation.com` and is never found.

GOOD TO KNOW: Verification gives up after 72 hours

New records usually show up within minutes, though some providers take longer. If the domain records are still missing after 72 hours, verification stops. Check the records against your DNS, then click **Restart Verification**. **Start Over** clears the setup entirely.

Account Settings

- Profile
- Notifications
- Branding
- Domain & Email**
- Room Templates
- Invitation Notes
- Waiting Rooms
- Subscription & Billing
- API Access

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- ✓ Your domain
- ✓ Your addresses
- 3 DNS records**
- 4 Switch on

Add these 4 DNS records for harmonymediation.com

Create each record at the DNS provider for harmonymediation.com. This page checks for them automatically; you can leave and return at any time.

For	Type	Name	Value	Status
Web address	CNAME	meeting.harmonymediation.com	app.megameeting.com	FOUND
Domain	CNAME	q4hd7k2mxw9tpe3vn6rczb5ya8gfs1lu._domainkey.harmonymediation.com	q4hd7k2mxw9tpe3vn6rczb5ya8gfs1lu.dkim.amazonses.com	FOUND
Domain	CNAME	m2nv8xk5tqw7jc4hrd9pbz6aefy3gl0s._domainkey.harmonymediation.com	m2nv8xk5tqw7jc4hrd9pbz6aefy3gl0s.dkim.amazonses.com	NOT FOUND
Domain	CNAME	t7cw3pz9hk2mqx6vrn4dbj8ysfa5el1g._domainkey.harmonymediation.com	t7cw3pz9hk2mqx6vrn4dbj8ysfa5el1g.dkim.amazonses.com	NOT FOUND

[Start Over](#)

2 of 4 records found

[Check Now](#)

5. Switch On

The last step says where your account is moving and which address invitations will come from. Click **Switch to** your new address. MegaMeeting moves you there, and from then on you sign in at your new address.

If your own computer cannot reach the new address yet, because the DNS change has not reached your network, you are told so and offered **Try Again** or **Switch Anyway**. Waiting a few minutes and trying again is usually all it takes.

BEST PRACTICE: Send invitations after you switch

Invitations sent from then on carry your new address and come from your own email domain. Re-send the invitations for upcoming meetings so everyone has them that way.

Account Settings

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Ready to switch

Your account will move to **meeting.harmonymediation.com** and invitations will be sent from **invite@harmonymediation.com**. After switching, sign in at **meeting.harmonymediation.com**.

[Back](#)

[Switch to meeting.harmonymediation.com](#)

Checklist

- Is the domain the one in your company's email addresses?
- Does the sender address reach a real mailbox?
- Are all four records added, with names your DNS provider will not double up?
- Have you switched on, and signed in at the new address?
- Have you re-sent invitations for upcoming meetings?