SendGrid Account Setup

Use the following instructions to set up a SendGrid account.

1. Go to the **SendGrid** homepage.

2. Choose **Start for free**.

   Note: SendGrid is free for 60 days.
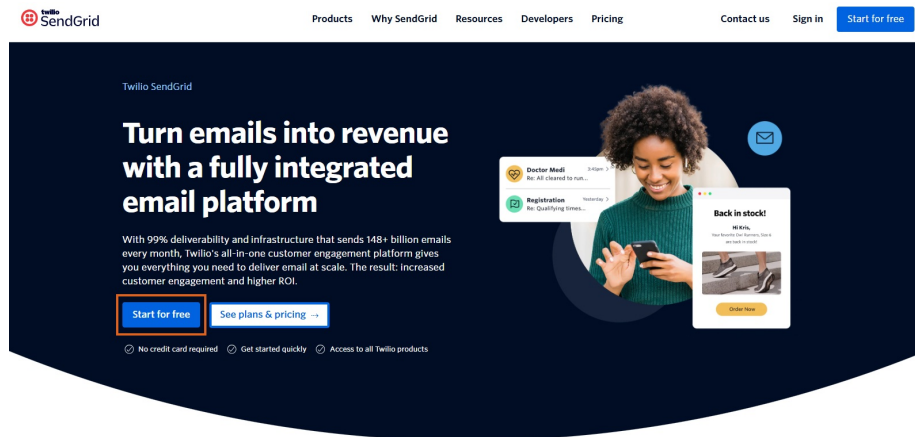
3. Fill out the sign up form using a company *Email address*. The password can be different than the one used for the email account. Signing up with a Gmail account is an option if the company is using that email service. Selecting Sign up with Google navigates to a new page to choose the appropriate Gmail account.

   Note: An email will be sent from SendGrid to the email address used here to verify the account.

4. Choose **Continue**, then enter a *Phone Number* for two-factor authentication (2FA). The code can be sent via

SMS or a voice call.

We'll also need to verify your phone number

☎ So you can hit the ground running and start using our **Twilio services.**

✓ To verify you during log in through **two-factor authentication (2FA).**

🔐 To help us **mitigate fraud and abuse.**

🌐 To determine your **billing country** (you can change this on the next step!)

Country
us (+1) United States ✕

Phone Number

[Send code via SMS]   Send code via voice call

5. Enter the *Recovery code*, which can be used as a failsafe if access to the 2FA device is lost. BE SURE TO KEEP THIS CODE IN A SAFE LOCATION. Download the code as a text file, or copy it to another location. Ensure it's saved somewhere safe and accessible in case it is ever needed.

You're all verified!

If you lose your phone, or don't have access to your verification device, this code is your failsafe to access your account.
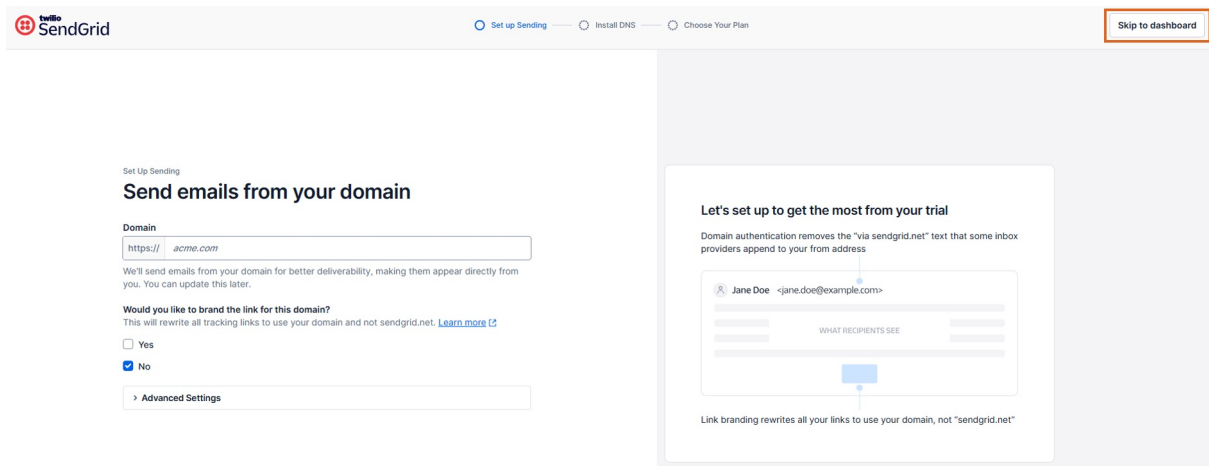
Recovery code

⚠ Save this code somewhere safe and accessible

[Continue]

6. The next screen that displays is optional, giving the ability to *Send emails from your domain*. This can be set up later by choosing **Skip to dashboard**.

twilio SendGrid   ○ Set up Sending ── ○ Install DNS ── ○ Choose Your Plan   [Skip to dashboard]

Set Up Sending
Send emails from your domain

Domain
https://   acme.com

We'll send emails from your domain for better deliverability, making them appear directly from you. You can update this later.

Would you like to brand the link for this domain?
This will rewrite all tracking links to use your domain and not sendgrid.net. Learn more ↗

☐ Yes
☑ No

> Advanced Settings

Let's set up to get the most from your trial

Domain authentication removes the "via sendgrid.net" text that some inbox providers append to your from address

👤 Jane Doe <jane.doe@example.com>

WHAT RECIPIENTS SEE

Link branding rewrites all your links to use your domain, not "sendgrid.net"

7. If **Skip to dashboard** is selected, it is necessary to go into the settings and verify a single sender using the following steps:

a. Log into the account already set up.

b. Go to *Settings / Sender Authentication / Verify a Single Sender*.
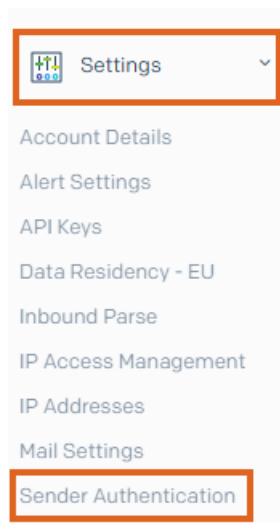
c. Add the exact *From* email address. The address must be an exact match, or it will not send.

d. Complete the email verification sent to the *From* email address. Be sure to check Spam folders if it does not go directly to the Inbox.

8. Upon accessing the dashboard, create an API key by going to *Settings / API Keys*.
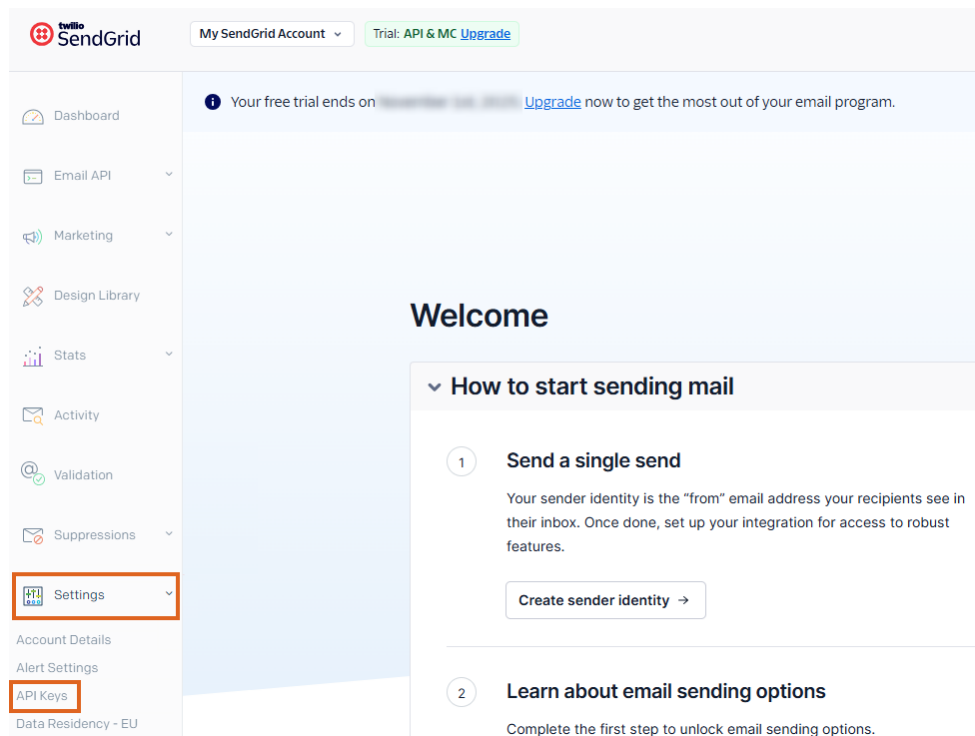
9. Choose the **Create API Key** button. Enter an *API Key Name* (like *email*) and choose the preferred *API Key Permission* (*Full Access*, *Custom Access*, or *Billing Access*). Select **Create & View**.

Create API Key

API Key Name •
key

API Key Permissions • ⓘ

⦿ **Full Access**
Allows the API key to access GET, PATCH, PUT, DELETE, and POST endpoints for all parts of your account, excluding billing and Email Address Validation. Some services will be disabled when using an EU subuser.

○ **Custom Access**
Customize levels of access for all parts of your account, excluding billing and Email Address Validation.

○ **Billing Access**
Allows the API key to access billing endpoints for the account. (This is especially useful for Enterprise or Partner customers looking for more advanced account management.)

Cancel   Create & View

10. Save the key by copying and pasting into a text document with Notepad (or similar application). This is the only time this code will be shown, so make sure it is saved before leaving this screen.

API Key Created

Please copy this key and save it somewhere safe.
For security reasons, we cannot show it to you again

11. When revisiting the SendGrid website, enter the credentials set up earlier to access the dashboard.