



## Configuring MailGun for Email Fetching

### What is Mailgun?

Mailgun is the email automation service that you can set-up along with an InfoCapture project to initiate the creation of a ticket simply by sending an email to a dedicated email address.

### How to setup Mailgun:

#### Step1: Sign-up for an account with Mailgun

You can do this by following this link:

[mailgun.com](https://mailgun.com)

In order to work with InfoCapture, you need the **Inbound Email Routing** feature which is only available from the [Foundation Package](#).

Once you have created an account you need to activate the account.

#### Step 2: Setup & Verify Domain

This step requires you and your IT team to configure TXT records with your DNS Provider so that Mailgun can verify that you own the domain, you can [find out more here](#).

#### Step 3: Set-up Routes

Under **Receiving**, click 'Create Route'

Receiving

Back to Routes Edit route

**Expression type**  
Route filters are expression that determine when an action is triggered.  
If a route expression evaluates to true, Mailgun executes the corresponding action(s)

Match Recipient

**Recipient**  
.\*@mg1.claromentis.net  
Matches if the email was sent to the specified recipient

**Forward**  
Forwards the message to a specified destination, which can be another email address or a URL.  
You can combine multiple destinations by separating them with a comma.

https://claromentis.com/api/mailgun/v1/receive

## Recipient

Enter the email address you wish to be captured, for example, **support@helpdesk.mycompany.com** or any email address with domain **@helpdesk.mycompany.com**

by entering `.*@helpdesk.mycompany.com`

In the example above we are catching any emails sent with the domain **@mg1.claromentis.net** by entering **.\*@mg1.claromentis.net**

## Forward

This is the MailGun API URL to receive email on your Claromentis system.

`https://yourintranet.com/api/mailgun/v1/receive`

Replace **yourintranet.com** with the actual address of the Claromentis system you have.

Don't forget to 'Save Route'

## Step 4: Getting the API keys

In Mailgun, navigate to **Settings > API keys** copy and paste the Private API key to Claromentis, steps detailed below:

Admin / System / Mailgun

General

Administrators

License

Date and Time

Background Services

Localization

Labs

Integrations

API keys

Mailgun

LDAP

**Mailgun Configuration**  
Mailgun is a service that handles incoming mail and forwards them according to the configured rules. It can be used to receive mail into Integras.

To start using Mailgun, please specify the list of domains you'd like to allow to use in Claromentis. One domain per line. To create a domain on Mailgun click [here](#).

**Domains**  
mg1.claromentis.net  
mg2.claromentis.net  
sandbox  
mailgun.org

**API key**  
key: 2e289  
Enabled:

**Save**

Dashboard Account security API security

Receiving

Validations

Inbox Placement

Support

Settings

Details

Security & Users

API Keys

Dedicated IPs

Billing

**API security**

**API keys**

**Private API key**  
2e289

**Public validation key**  
5459

This key is used for our email validation service. Check out the documentation [here](#) for more information.

**HTTP webhook signing key**  
2e289

This key is used to sign all HTTP payloads that we send to your webhook receivers. Check out the documentation [here](#) for more information.

**IP whitelist**  
Add to Whitelist

This area can be found in Claromentis by navigating to **Admin > System > Mailgun**

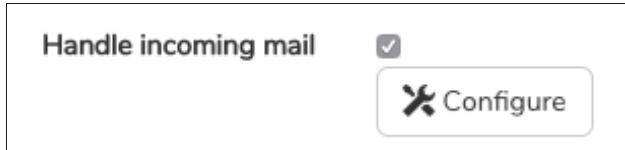
Fill out the domains you wish to capture one line at a time (you can include sandbox too for testing).

Copy and paste the **API key** from the **Private API key**.

Click **'Enabled'** and **'Save'**.

## Step 5: Configuring InfoCapture to use Mailgun Email Fetching

In InfoCapture navigate to the 'Project Properties' of the form you wish to enable this on and check 'Handle Incoming mail'



Fill out the email address you wish to use to capture the emails (we are using mailguntest@mg1.claromentis.net) in this example.

Map **From (email address)**, **Subject** and **Body** of the email to the fields available in the InfoCapture project you've already set-up.

Admin / Infocapture / Project MailGun Ticket Submission / Manage project mail settings

Set up mail account

Use Mailgun address for incoming mail

Fetch from server

Email address for incoming and replyable mail :  @

Save message as HTML if "Body" field supports it

Place "From" field to:  ←

Place "Subject" field to:  ←

Place "Body" field to:  ←

Process mail attachments:

Reply to incoming mail:

Subject:

Text:

**Please Note:** Form, Subject and Body fields must be mapped!

## Step 6: Test email fetching

Test by sending email and if successful an infocapture ticket will be automatically created on that project. You can also log in to the Mailgun dashboard to check its status and see if there are any errors or problem.

## What are the features & limitations?

### Who is the submitter when the ticket is submitted this way?

Tickets will be marked as submitted by "Guest" or "No user" when it is created through email fetching.

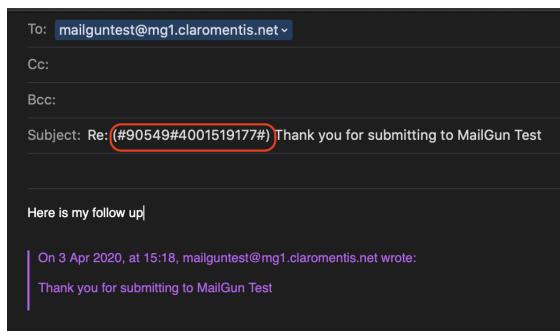
It is possible to create a trigger and send a notification whenever a ticket has been changed or notes have been added back to the sender (From field must be a short or medium string email type).

## Does it handle email attachments?

If 'Process mail attachments' is checked, any attachment sent from the initial email will be captured and stored in the Files tab within the InfoCapture Project.

## Can the submitter send follow up notes?

Each email has a unique reference that allows MailGun to process, follow up and reply, the following unique IDs will be added as a note on the same ticket, unfortunately it doesn't currently process follow up attachments.



---

Last modified on 6 November 2025 by [Hannah Door](#)

Created on 3 April 2020 by [Michael Christian](#)

Tags: [mailgun](#), [infocapture](#)