

Enterprise - Mass Mailer SMTP Setup

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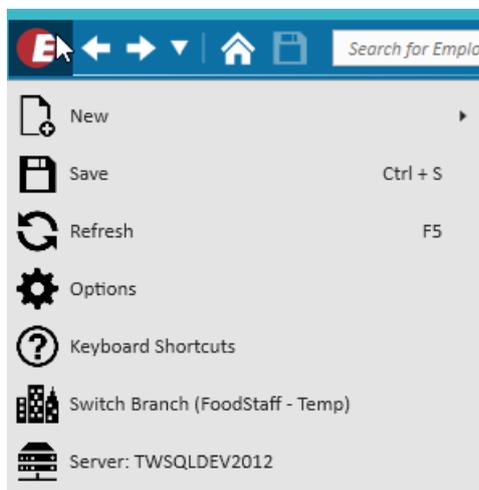
What is Mass Emailing?

Mass emailing is used to mass email employee pay stubs as well as mass email customer invoices.

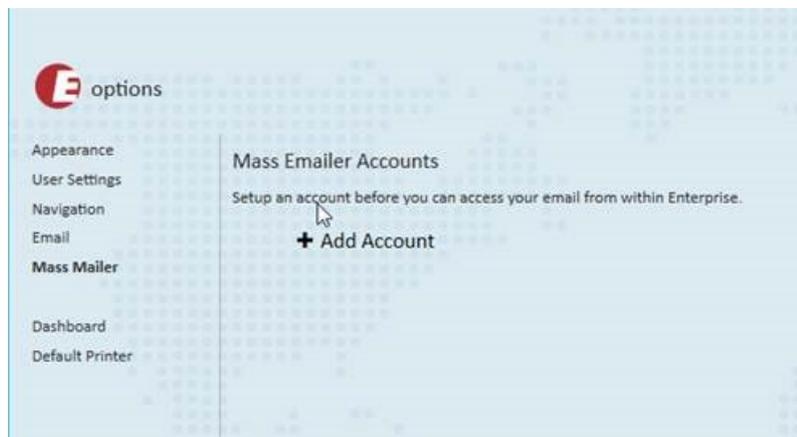
See [How to Email Pay Stubs](#) or [How to Email Invoices](#) for more information on how this functionality works in Enterprise.

How Do I Set Up My Mass Mailer Account?

Mass mailer can be set up in Enterprise by navigating to the main menu (red circle with an E) in the upper left hand corner > Options:



Next, select Mass Mailer on the left hand side and click on the "Add Account" button:



Note Please keep the following in mind regarding **Mass Mailer** setup with a **Microsoft 365** account:

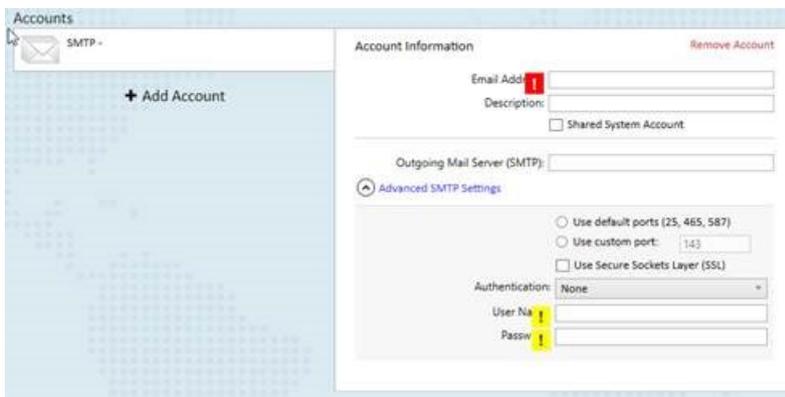
1. Setting up a Mass Mailer with a **personal** Microsoft 365 account is **not recommended** due to Microsoft's

implementation of [sending limits](#) for emails, which could result in emails not being sent as intended.

2. Microsoft offers different product solutions that allow for further support of mass mailing while utilizing a Microsoft 365 account. The following options can be further discussed within your IT team to determine what would work best for your business:

- [High Volume Email](#)
- [Azure Communication Services for Email](#)

The form below will appear. Enter in your SMTP information (be sure to expand the Advanced SMTP settings and ensure all of that information is also correct). Once you have entered all of the information, hit the 'save' button at the bottom of the screen.

The image shows a screenshot of a web interface for configuring email accounts. On the left, there's a sidebar with 'Accounts' and an 'SMTP -' icon, and a '+ Add Account' button. The main area is titled 'Account Information' and includes a 'Remove Account' link. Fields include 'Email Address', 'Description', and a checkbox for 'Shared System Account'. Below that is the 'Outgoing Mail Server (SMTP)' field. The 'Advanced SMTP Settings' section is expanded, showing radio buttons for 'Use default ports (25, 465, 587)', 'Use custom port: [143]', and 'Use Secure Sockets Layer (SSL)'. There's also a dropdown for 'Authentication' set to 'None', and fields for 'User Name' and 'Password', both with yellow warning icons.

Account and advanced SMTP settings should be provided by your network administrator.

Below are common advanced SMTP settings for different email accounts:

Mail Service	SMTP Server	Outgoing Port	SMTP SSL/TLS	SMTP Auth Method
Gmail	smtp.gmail.com	587	True	Auth Login
Microsoft 365	smtp.office365.com	587	True	Auth Login
GoDaddy	smtpout.secureserver.net	3535	False	Auth Login
Yahoo!	smtp.mail.yahoo.com	465	True	Auth Plain
Mandrill	smtp.mandrillapp.com	587	True	Auth Login
Outlook (AKA Hotmail / Live)	smtp-mail.outlook.com	587	True	Auth Login
Rackspace	secure.emailsrvr.com	465	True	Auth Login

Note We recommend that you consult with your IT team or email provider for the correct SMTP settings for your particular email.

After hitting 'save,' you will be prompted to enter an email address where a test email will be sent. Enter an email address and hit 'send.'



Note Entering your own email address will allow you to immediately see if you've received the test email and determine if the account was set up properly. If the test email is sent and received successfully, the account is set up correctly and is ready to go.

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