# Enterprise - SMTP Email Setup

Setting up Outgoing Emails in Enterprise

In Enterprise, an email must be set up so that you can utilize email functionality in the system. Below is a guide to assist you in integrating your email as an outgoing email address. Emails delivered while utilizing this setup will come from your desired email address and will be represented within the sent box of your email. Those receiving emails will respond sending those replies to your email inbox.

Note Before beginning, it may be helpful to gather your SMTP email settings from your network administrator.
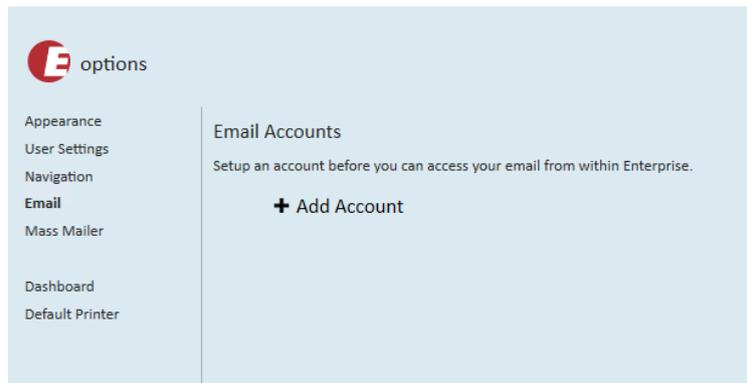
Setup

To setup an email address in Enterprise, select the 'E' menu in the upper left hand side of Enterprise and select 'Options':
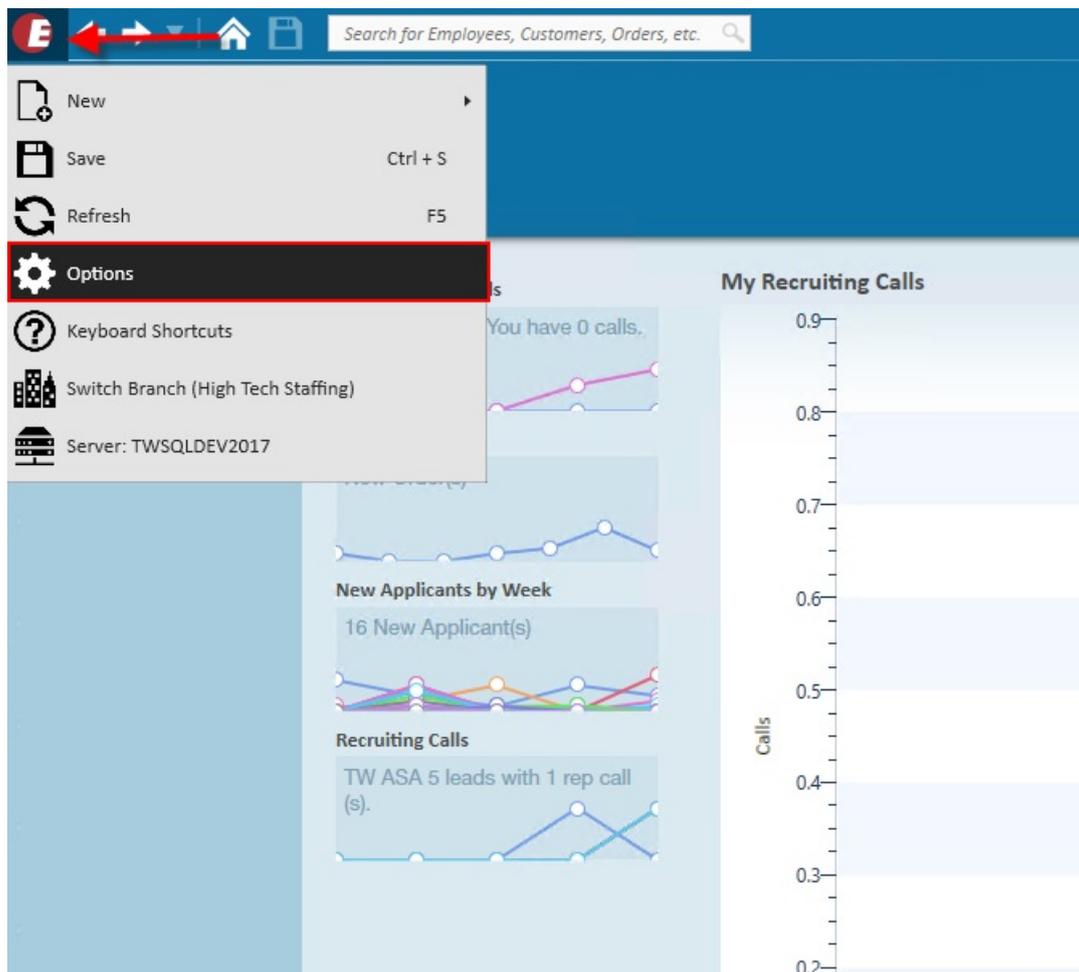
Within the options, select 'Email' from the list of sections on the left. Here, an email can integrated by selecting '+
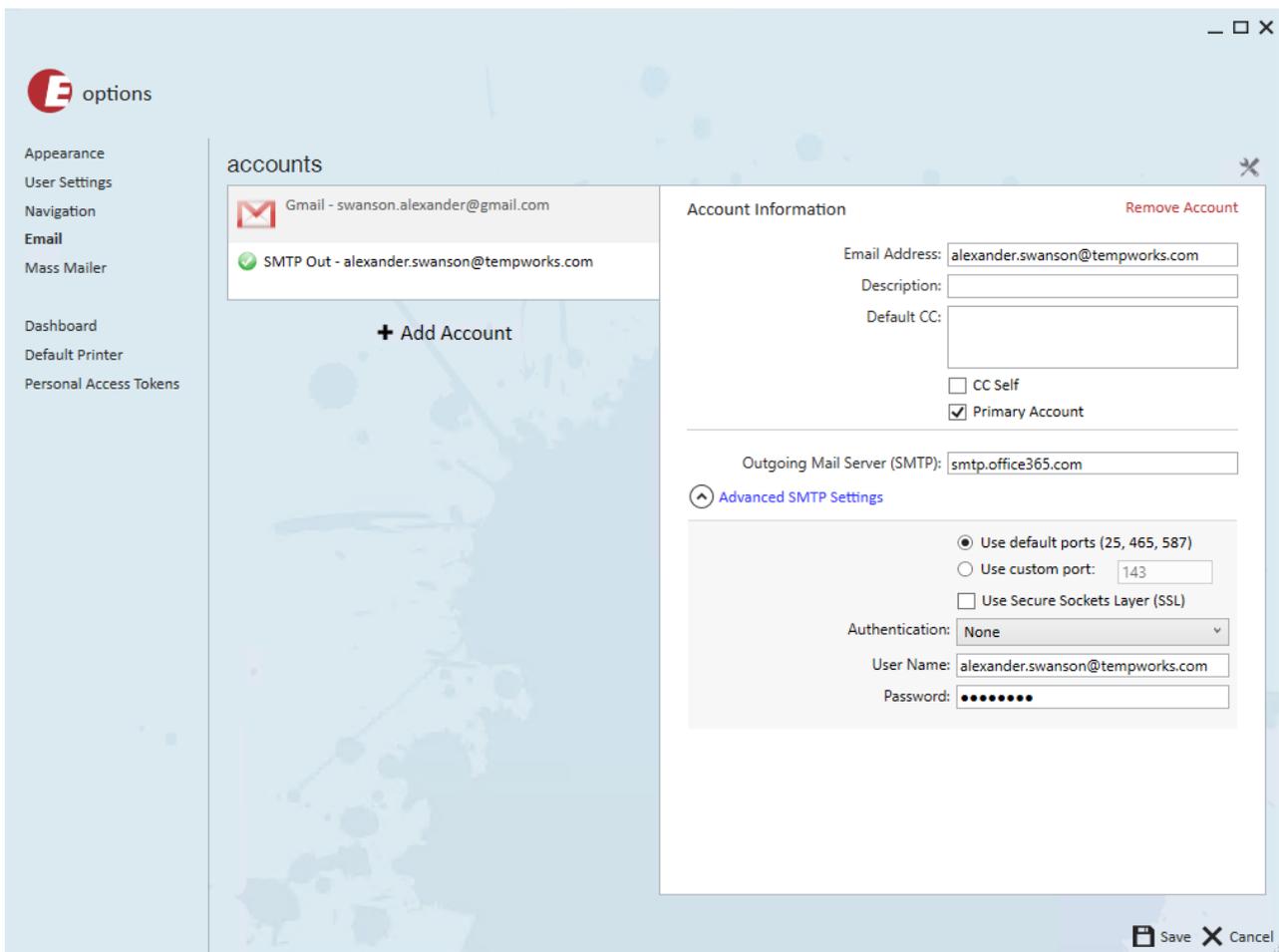
Add Account':

Select the **Other (SMTP)** option from the list and enter your email address:

Once you fill in your email address and click 'Save,' you will be brought to the page below. Here, you will need to enter your **SMTP** settings linked to your account. Below is an example of an account setup correctly:

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
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.

Note Based on Microsoft's communications, Office 365/Exchange Online will not be deprecating SMTP AUTH until further notice. This means that as long as you have SMTP AUTH enabled by your IT administrator,
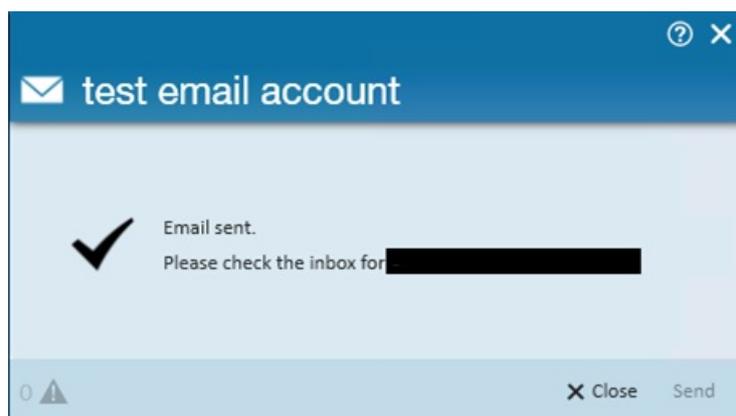
Once you've filled in your SMTP settings, save your account information and you will be asked to send a test email to verify your account:
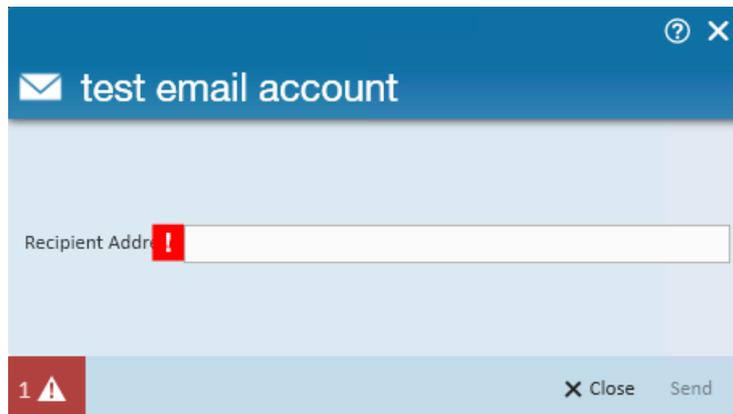
If your settings are correctly configured you will be greeted with the below window:

If you receive an error message, you need to double check the SMTP settings that you've entered as well as your email address and password to make sure everything is spelled correctly.

Error messages include: "Host could not be reached" or "There was an error while testing the SMTP settings on your account"

Default CC's from Emails

When setting up an email within Enterprise, you have the ability to have all emails default with a carbon copied email address. This can be set when viewing your email in the options menu:
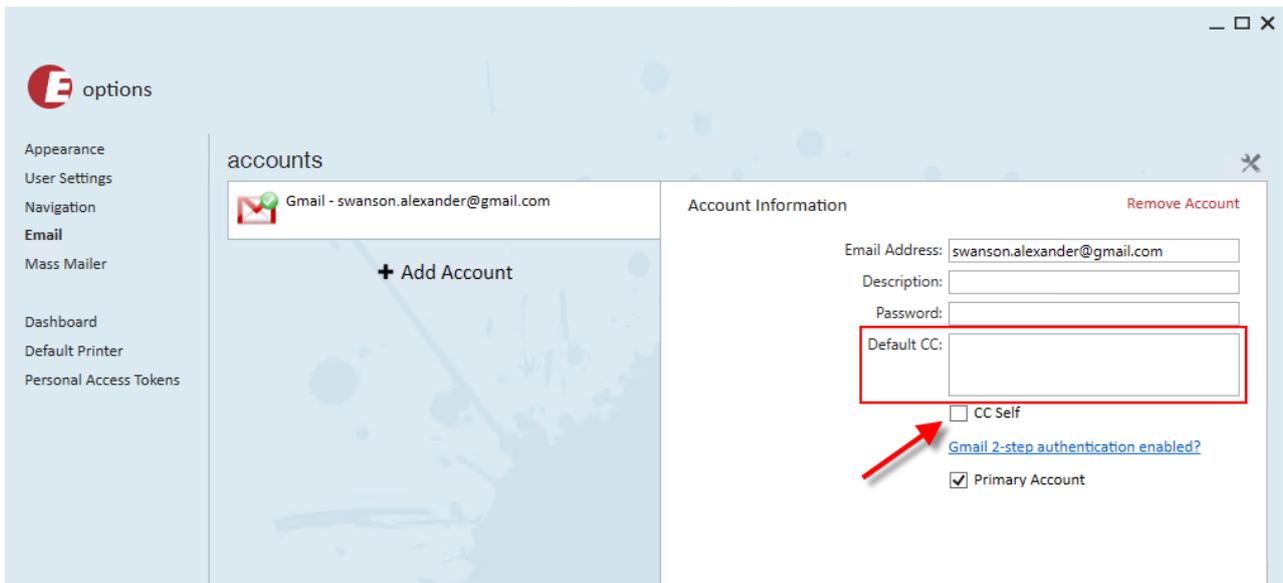
CC recipients can be added to the 'Default CC' field. Each additional recipient can be added with a semi-colon:
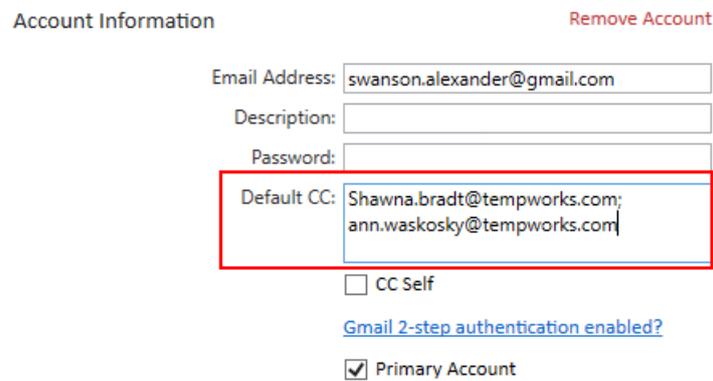
Note Moreover, you can choose to select "CC Self" as well.

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