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How Do You Set Up SMTP for Emailing?

Tammy Mason - 2022-07-20 - in Tools & Controls

How Do You Set Up SMTP for Emailing?
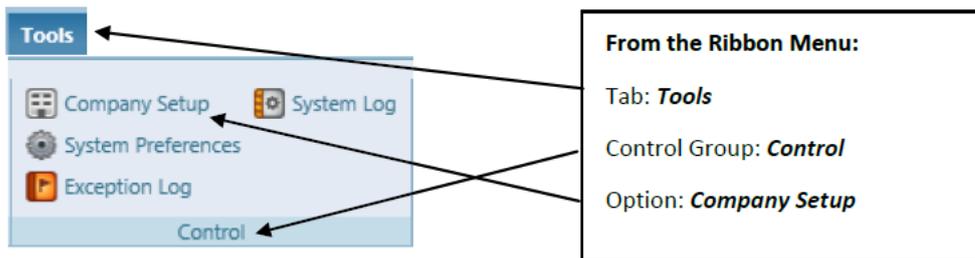
Explanation: Short for **Simple Mail Transfer Protocol**, which is a protocol for sending email messages between servers. ASI SmartBooks defaults to email through the local client email software. SMTP Host is an alternative solution to using a local clients email program for sending emails from ASI SmartBooks. Go to Company Setup to change to SMTP Host emailing.
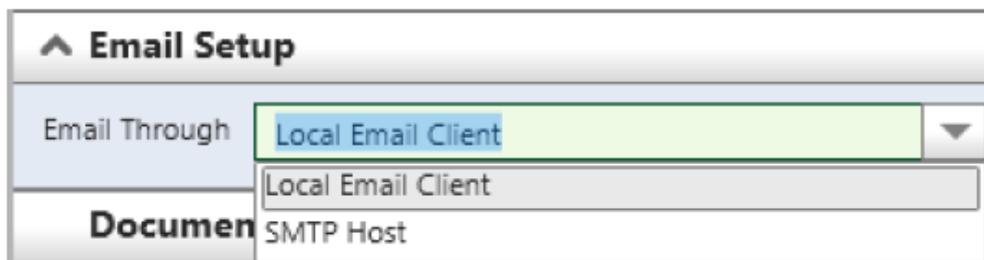
Additional fields will be displayed for SMTP host setup:

SMTP Host—This field is required and contains the network address of your email server. It could be the domain name or IP address.

SMTP Port—This field is required and contains the network port # to be used. Usually this is port # 25.

From Email Address - This field is required and contains the default From Email address to be used when emailing.

From Name - Contains the default From Name to be used when emailing.

Use the User's email address and name for the from email address and name when available - Select this option if you wish to use the email address and name from the user that is initiating the email in ASI SmartBooks.

Send Test Message - This button allows you to test the SMTP Host settings.

Authentication Required - Select this option if your mail server requires a user name and pass-word to send emails.

**User Name** - Contains the user name to be used for the login to the SMTP Host server.

Password - Contains the password to be used for the login to the SMTP Host server.

Sending an SMTP Email

When sending an SMTP Email in ASI SmartBooks, the SMTP Email window will appear with information defaulted based on the document that you are emailing.

Changes to the defaults can be made at this time for this specific email.

Select the *Send* button
to send the email
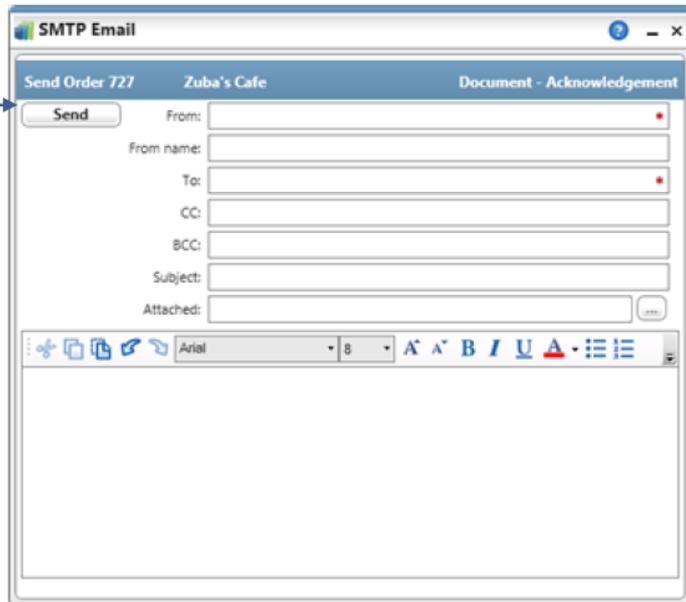
SMTP Email

Send Order 727   Zuba's Cafe   **Document - Acknowledgement**

Send	From:
	From name:
	To:
	CC:
	BCC:
	Subject:
	Attached:

Arial   8   **B** *I* <u>U</u> **A**