

Configuring Email in E2 Shop

You may need to contact your email provider or the person responsible for your company's computers to gather the information required to configure e-mail in the E2 Shop System.

Configuration Settings

1. Login to E2 Shop as a user that has access to **System Maintenance | User Maintenance**.
2. Select a User and then click **Edit**.
3. Enter the Email Address for the user being edited.
4. Click the **Email** tab or scroll down to the **Email | Outgoing Email** section. The default **Email Type** will be **SMTP**.
(Note: Exchange is not a valid Email Type when using the E2 Shop in the Cloud.)
5. Enter the internet address or IP address of your SMTP Server, the port, user name, and password.
 - Do you use a web based email system; like Gmail, AOL, Yahoo! Mail?
Here is an example for Gmail: **Server Address** smtp.gmail.com **Port** 587 **User Name** xxx@gmail.com with the account password.
 - Do you have your own Exchange or other E-Mail Server? Enter the External Email Settings. You will need to be sure your Exchange server has Relay enabled.

Your mail server or email host may or may not require that connections be encrypted.

If an encrypted connection is required then select 'SSL' (Secured Sockets Layer) if not, then select 'None' for the **Encryption Protocol**.

Emails sent via SMTP will not automatically display in the sender's outbox or sent items; so we have included a checkbox on this screen so users can opt to have a copy of the Email forwarded to their Inbox. The sender's email address will be included in the BCC field on the Email message. This option will not be checked by default so users will have to check it if they want a copy of the Email.