

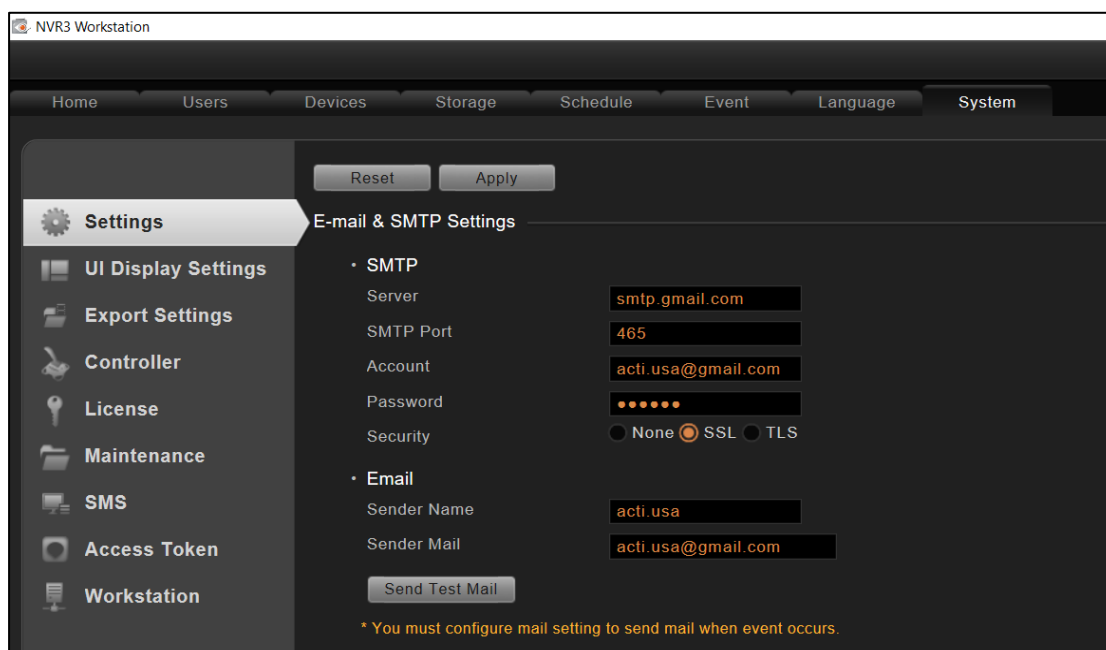
How to Setup SMTP Server

Please follow the steps below to setup the SMTP server. Although, you can use different SMTP servers, in this article, gmail will be used as an example.

How to Setup SMTP Server

A. Find the E-mail & SMTP Setting

1. Go to Setup > System > Settings > E-mail & SMTP Setting.



2. Fill in all the necessary information.
 - Server: The sender's SMTP server address
 - Account / Password: Your email account and password. Take note that you might need to get an app specific password for the SMTP server.
3. After completing the information, click Sent Test Mail to try sending an e-mail.
4. After the settings are confirmed, click Apply to save the settings.