# **E-Catalog Email Settings**

The first step in setting up email in the E-Catalog is determining your email settings. The easiest way to get your setting is to copy your email settings from another applications or device. Below are instructions for how to get your settings from an iPhone, Android device or Microsoft Outlook.

### iPhone

From the iPhone or iPad tap Settings then Mail, Contacts, Calendars and then the email address you want to setup next to Account.



We need the SMPT settings so tap the SMTP server.

Cancel	Account	Done		
IMAP ACCOU	NT INFORMATION			
Name	Your Real Name			
Email	address@example.	com		
Description	address@example.	com		
INCOMING M	AIL SERVER			
Host Name	mail.servername.c	om		
User Name	address@example.	com		
Password	•••••			
OUTGOING MAIL SERVER				
SMTP	smpt.servername.o	com >		

Use the settings found on the SMPT page to setup the E-Catalog as shown below. If the Use SSL button is on (green) then make sure the 'Require Secure Socket Layer (SSL)' button in E-Catalog is checked.

	🔅 Email Configuration — 🗆 🗙	
	Email Address: Enter your email address here	
Server	Password:	
OUTGOING MAIL SERVER	Diter your email password here	
Host Name smtp.servername.com	Auto Configure Configure Manually	
User Name address@example.com	Liese Name Aminally your amail address or the portion of your amail	
Password •••••	address before the '@' symbol):	
Use SSL	SMTP Server:	
Authentication Password >		
Server Port 587	Port: 25 ~	
	Require Secure Socket Layer (SSL)	
	Test Manual Settings Ok Cancel	

Click the 'Test Manual Settings' Link to make sure the settings are correct. If the settings are correct the E-Catalog will send a test email the account setup. If the email was sent click 'OK' to save the settings.

# **Microsoft Outlook**

Select the 'File' Tab. Click Account Settings.



#### Select the double-click the account.

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Account Settings

#### E-mail Accounts

You can add or remove an account. You can select an account and change its settings.

ame		Туре	
someone@server.co	n	POP/SMTP (send from this account by default)	
	new messages to the fol	lowing location:	
ected account delivers			
ected account delivers nange Folder	-		
ected account delivers hange Folder	-		

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Transfer the account settings from the 'Change Account' page. Select 'More Settings' and select the 'Advanced' tab to retrieve the port and SSL setting. If the encryption drop down is set to SSL check the 'Require Secure Socket Layer' checkbox in E-Catalog.

	e required to get your e-mail account v	vorking.	8	Email Configuration		-	
er Information		Test Account Settings		Caral Addams			
ur Name:	Someone	After filling out the information on this screen, we		Email Address:			
mail Address:	someone@server.com	recommend you test your account by closed in a name		Enter your email address here			
erver Information		Test Lossed Collinso		Password:			
ccount Type:	POP3 V	Test Account Settings		Enter your email password here			
coming mail server:	mail.server.com	Test Account Settings by clicking the Next button				~ *	
lutgoing mail server (SMTP):	smtp.server.com			Auto Configure		Configure	Manually
ogon Information							
ser Name:	someone@server.com						
assword:				User Name (typically your email ad	dress or the portio	n of your en	nail
	Remember password			address before the '@' symbol):			
Require logon using Secur	e Password Authentication (SPA)	More Settings					
				SMTP Server:			
			_				
		< liacx Next > Cance	1				
				Port:			
Interne	t E-mail Settings	×		25 ~			
Gener	al Outgoing Server Connect	tion Advanced		Page in Caster Caster I aug	(123)		
Serve	er Port Numbers			Incidure Secure Socket Layer	(332)		
		Har Defaulte		Test Manual Settings	Ok	0	annal
Ino	oming server (POP3):	Use Deraults			UK	<u> </u>	
1	This server requires an en	crypted constation (SSL)					
Out	going server (SMTP): 465						
	Use the following type of encr	ypted connection: SSL V					
	er Timeouts						
Serve		2 minutes 50 seconds					
Serve	ort Long	E minaces se secondo					
Serve Sho Delive	ort Long : ery						
Serve Sho Delive	ery Long : Leave a copy of messages on	the server					
Serve Sho Delive	ery Long : Leave a copy of messages on Remove from server after	the server 14 \$ days					
Serve Sho Delive	Leave a copy of messages on Remove from server after Remove from server wher	the server 14 💽 days i deleted from 'Deleted Items'					
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Click the 'Test Manual Settings' Link to make sure the settings are correct. If the settings are correct the E-Catalog will send a test email the account setup. If the email was sent click 'OK' to save the settings.

# **Android Devices**

Open the Email App. Open the menu at the bottom of the screen and select settings.



Scroll down and select 'Outgoing settings'.



Transfer the setting to the E-Catalog. If Security type is SSL then check the 'Require Secure Socket Layer' checkbox.



Click the 'Test Manual Settings' Link to make sure the settings are correct. If the settings are correct the E-Catalog will send a test email the account setup. If the email was sent click 'OK' to save the settings.

# **Common Settings**

#### Gmail

SMTP Server: smtp.gmail.com Port: 465 Require SSL: Yes

#### Yahoo Mail

- SMTP Server: smtp.mail.yahoo.com Port: 465
- Require SSL: Yes

#### Hotmail

- SMTP Server: smtp-mail.outlook.com
- Port: 587
- Require SSL: Yes

For providers not listed contact your provider for the required settings.

# **Test Settings**

The following settings are known to work. If you cannot get your settings to work you can use the following setting to make sure your computer is setup to send emails. If the test settings are not working please make sure Windows Firewall or your security software will the E-Catalog through.

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•	🔅 Email Configuration — 🗆 🗙	
t: t:	Email Address: [tett@e-catalog1.com Password: amailtent	Add X Remove
E.	Auto Configure Configure Manualy	v Save Template ted Template)
81 	User Name (typically your email address or the portion of your email address before the '@' symbol):	×
	lest@e-catalog1.com SMTP Server: sntpout.secureserver.net Pot: 80 ~	A test email confirming the email set up has been sent. Please check your email inbox. If the email has arrived you may click 'OK' and your settings will be saved. If you have not received the message in 5 minutes, please check your spam folder. If the message did not arrived please recheck your settings and try again.
	Require Secure Socket Layer (SSL)  Test Manual Sattings Ok Cancel	ок