

Configure Database to Send Email

<i>Speech</i>	<i>Cursor Actions</i>
SMTP servers are the things that send email through the Internet. Before Sumac can send email to your contacts, you need to enter information about your SMTP server. You put this information into an office record in the Sumac database.	Show slide.
You must be a Sumac Administrator in order to configure Sumac to send email. Log in to Sumac as an Administrator.	Show Console.
Click Utilities, Customize Database, and Offices.	Expand Utilities. Expand Customize Database. Click Offices.
Double-click to open your office record.	Open office record.
Near the bottom of the office record, there are some fields that specify information about your SMTP server. Fill in these fields to configure Sumac to send email.	Highlight SMTP fields.
If you do not have the all necessary information for your SMTP server, it can usually be acquired from your Internet Service Provider, like Rogers or Verizon.	Show slide.
The port number is the channel on which Sumac should connect to the SMTP server, It is usually either 25 or 587, but occasionally other numbers are used.	Enter Port number.
Most SMTP servers use TLS to encrypt data being sent. On rare occasions, an email server may not support TLS, This option lets you tell Sumac to disable TLS encryption when interacting with the SMTP server.	Point to “Do Not Use TLS” checkbox.
For extra security, some email servers use SMTPS – a more secure version of SMTP. If your server uses SMTPS, then set this checkbox. Like disabling TLS, this is an infrequently used option.	Point to “Use SMTPS” checkbox.
Enter your SMTP server name. It looks similar to a website name and often has “smtp” as part of it.	Type in SMTP name.
Enter a user ID. Note that this is NOT your user ID for logging on to Sumac. This is a user ID for connection to the SMTP server.	Type in User ID.
Enter the Password that goes with the user ID for connecting to the SMTP server.	Type in Password.
The Outgoing Email display name and address are the default email name and address for the sender of bulk email.	Enter Display Name.

When someone replies to your bulk email, this is the address the reply goes to. Usually the display name is the name of your organization.	
Often you specify an info@ email account. Note that when you send any particular bulk email, you can override these. For example, if a particular special appeal should come from your chairperson, you can enter that person's name and email address for that one bulk email.	Enter info@democharity.org for the "From" address.
Click OK to save your SMTP information in the office record.	Click OK.
Sumac is now configured to send bulk email.	
<i>Check out more training videos to learn more about Sumac.</i>	