

AVIMARK EMAIL SETUP

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EMAIL SETUP IN AVIMARK

If you do not see your E-Mail provider listed below you will need to contact your E-Mail provider for assistance with providing the required information necessary to complete this worksheet. If your E-Mail provider is listed, please click their name to see the settings AVImark will need to be able to E-Mail.



AVImark is not compatible with all E-Mail Providers. The ability to use this function of AVImark will depend on the version of AVImark and the E-Mail provider. For example Gmail will not work with versions below 2010, Microsoft will not work with any version of AVImark due to incompatibility with their settings.



When asking for the information for email setup, please let the E-Mail provider know you need settings for Microsoft Outlook.

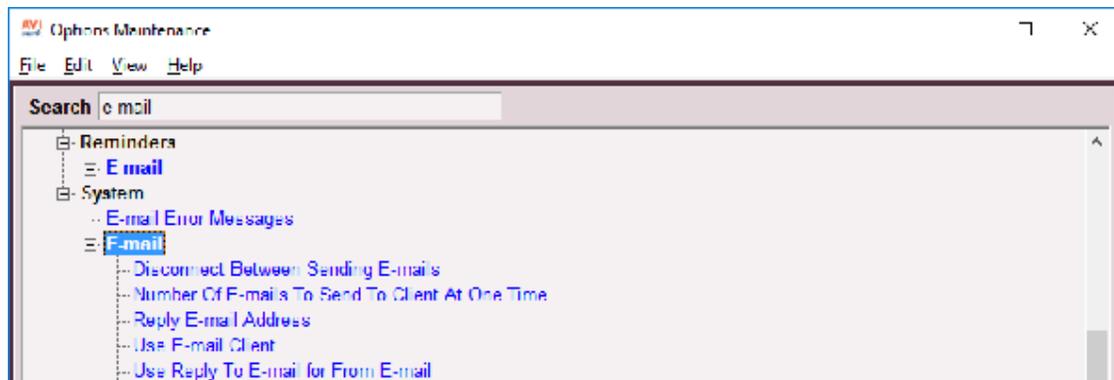
Email Providers

Gmail	Yahoo	AOL
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1. On the speed bar, click on the Wrench () icon. This will bring up the **Advanced Options**.
2. In the search box type in **e-mail**. This will bring up the options you will need to modify.



*If you see any site values and you are not running Site, you will want to remove those values from the E-Mail Advanced Options. To remove a value, **right-click | Remove**.*

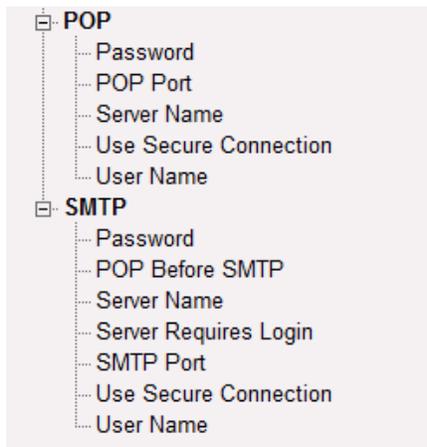


3. **Disconnect Between Sending E-mails.** This should be set to True if your E-mail provider has a cap or limit of how many E-Mails can be set at one or per batch.
4. **Number of E-Mails to send to client at one time.** For Disconnect Between Sending E-mails is set to True then you will need to put a value under what your cap is for example if you can send out a E-Mail with 100 recipients at one time you would want to put a value around 80 in this field if Disconnect Between Sending Emails is False you can skip this step.
5. **Reply E-Mail Address.** This will be the E-Mail address you want your customers to reply to if they E-Mail you back.



Some e-mail providers require this to be your user name. If you receive errors when trying to E-Mail, try your user name in this option.

6. **Use E-Mail Client.** If this option is set to True, AVImark will use the default mail client of the computer. (i.e. Microsoft Outlook, Mozilla Thunderbird) to send E-Mails. This will allow you to work with any E-Mail provider if AVImark is having trouble sending E-Mails and may work great for sending single E-Mails. However, if you are sending out mass E-Mails; such as, reminders or newsletters, these options need to be set to False.



POP SETTINGS

1. **POP Password.** The password that you use to access your E-Mail.
2. **POP Port.** The port number of the mail server AVImark will connect when sending E-Mail. Most of the time, the port is 110.
3. **POP Server Name.** The server that transfers incoming mail sent to your E-Mail account. Most of the time it is going to be pop.servicesprovider.com. For instance, Gmail's POP server is pop.gmail.com.
4. **Use Secure Connection.** This option enables SSL or TLS, if needed.
5. **User Name.** The name that you provide when accessing your mail account. Example: *user* or *user@mail.com*.

SMTP SETTINGS

1. **SMTP Password.** The password that you use to access your E-Mail.
2. **POP Before SMTP.** Some mail servers must check for new E-Mail before sending out mail. If the preceding circumstance applies, this option should be set to true. If False you can skip steps 10-11
3. **Server Name.** The server that sends outgoing e-mail from your E-Mail account. Most of the time it is going to be smtp.servicesprovider.com. For instance, Gmail's SMTP server is smtp.gmail.com.
4. **Server Requires Login.** This option causes AVImark to provide the mail server with a user name and password before an e-mail is sent. **Note:** *If you have a user name and password, this option should be set to **true**.*
5. **SMTP Port.** The port number of the mail server AVImark will connect when sending E-Mail. Most of the time the port is 25.
6. **Use Secure Connection.** This option enables SSL or TLS, if needed.
7. **User Name.** The name that you provide when accessing your web mail account or the SMTP server user name in the e-mail account settings of your e-mail client application.

Advanced Options Setup for Gmail

Option	Default Value
Email	
Disconnect between Sending E-mails	True
Number of E-mails to Send to Client at One Time	50
Reply E-mail Address	The email address you prefer your clients reply to with any questions.*
POP	
Password	leave blank*
POP Port	leave blank*
Server Name	leave blank*
Use Secure Connection	Never
User Name	leave blank*
SMTP	
Password	your Gmail password*
POP before SMTP	False
Server Name	smtp.gmail.com
Server Requires Login	True
SMTP Port	465
Use Secure Connection	SSL
User Name	your Gmail address*



**If you see any site values and are not using the site feature, you will want to remove those values from the E-Mail advanced options. To remove, highlight on the entry and do a right-click | Remove. You can verify this by checking that <No data to display> appears at the bottom of the window when an option is highlighted.*

Advanced Options Setup for Yahoo

Yahoo Email Limit: no more than 100 emails or recipients per hour.

Option	Default Value
Email	
Disconnect between Sending E-mails	True
Number of E-mails to Send to Client at One Time	50
Reply E-mail Address	Full Yahoo® email address*
POP	
Password	leave blank*
POP Port	leave blank*
Server Name	leave blank*
Use Secure Connection	Never
User Name	leave blank*
SMTP	
Password	your Yahoo password*
POP before SMTP	False
Server Name	smtp.mail.yahoo.com
Server Requires Login	True
SMTP Port	465
Use Secure Connection	SSL
User Name	Full Yahoo® email address*



**If you see any site values and are not using the site feature, you will want to remove those values from the E-Mail advanced options. To remove, highlight on the entry and do a right-click | Remove. You can verify this by checking that <No data to display> appears at the bottom of the window when an option is highlighted.*

Advanced Options Setup for AOL

Option	Default Value
Email	
Disconnect between Sending E-mails	True
Number of E-mails to Send to Client at One Time	50
Reply E-mail Address	Full AOL® email address*
POP	
Password	leave blank*
POP Port	995
Server Name	leave blank*
Use Secure Connection	Never
User Name	leave blank*
SMTP	
Password	your AOL password*
POP before SMTP	False
Server Name	smtp.verizon.net
Server Requires Login	True
SMTP Port	465
Use Secure Connection	SSL
User Name	Full AOL email address*



**If you see any site values and are not using the site feature, you will want to remove those values from the E-Mail advanced options. To remove, highlight on the entry and do a right-click | Remove. You can verify this by checking that <No data to display> appears at the bottom of the window when an option is highlighted.*