FOCUSPOINT®

How-To Instructions: Setup a New Email Account

OVERVIEW AND REFERENCE POINTS ON FOCUSPOINT USER SETUP DOCUMENTATION SITE

1. **HOW TO SETUP A NEW EMAIL ACCOUNT**

2. **HOW TO SEND A WELCOME EMAIL**

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OVERVIEW AND REFERENCE POINTS ON FOCUSPOINT USER SETUP DOCUMENTATION SITE
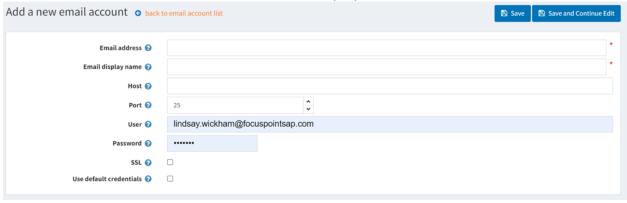
- Overview of Discount by Customer Group in FocusPoint and what it looks like on the front end to a customer: http://docs.focuspointsap.com/email-accounts

1. HOW TO SETUP A NEW EMAIL ACCOUNT

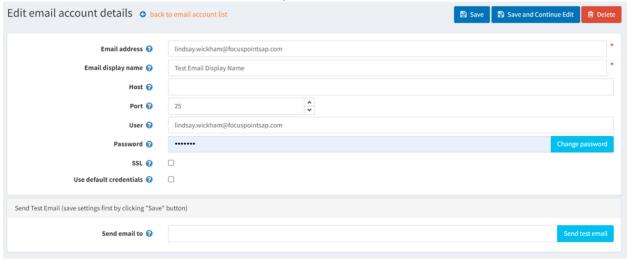- To add a new email account click Add new.

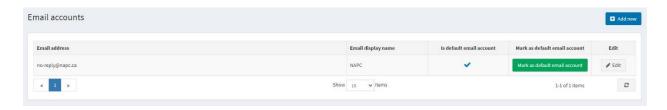- The *Add a new email account* window is displayed:

- Define the following email account information:
  - In the Email address field enter the from email address for all outgoing emails of your store. Example, sales@yourstore.com.
  - In the Email display name field, enter the displayed name for outgoing emails of your store. Example, "Your store sales department".

- In the Host field, enter the host name of IP address of your email server.
- In the Port field, enter the SMTP port of your email server.
- In the User field, enter the username of your email server.
- In the Password field, enter the password of your email server.
- Select the SLL checkbox, to use Security Sockets Layer to encrypt the SMTP connection.
- Select the Use default credentials checkbox, to use default credentials for the connection.
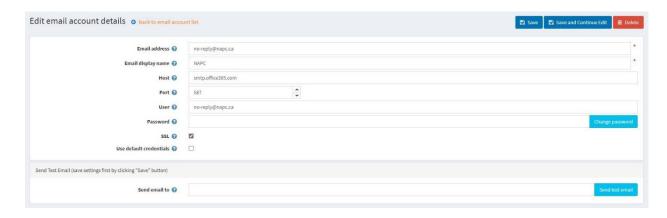- Click Save. The window is expanded, as follows:

In the Send email to field, enter the email address for the test email and click Send test email.

2. HOW TO SEND A WELCOME EMAIL

- **Click Edit**
- **Make sure the following is filled out properly:**
  Email Address, Host, Port, User, Password (this was probably already filled in but won't display in FocusPoint for security purposes) and make sure SSL is selected.

You can send a test email from this page also.

*For additional training please reach out to your Project Manager!