

Setup Outgoing Mail

Follow these steps to configure of the Outgoing Mail on App4Legal:

1. Go to Administration and Setup -> Setup & Configuration under System Preferences section -> Outgoing Mail tab.
2. Set the values into the empty fields shown in the screenshot below according to your SMTP Server:

Property	Default Value	Actions
Outgoing Mail (SMTP Mail Server): From Address	noreply@app4legal.com	Save
Outgoing Mail (SMTP Mail Server): Protocol	SMTP	Save
Outgoing Mail (SMTP Mail Server): Host Name	app4legal.com	Save
Outgoing Mail (SMTP Mail Server): Password	Save
Outgoing Mail (SMTP Mail Server): Port	25	Save
Outgoing Mail (SMTP Mail Server): Username	noreply@app4legal.com	Save
Outgoing Mail (SMTP Mail Server): Subject Prefix	App4Legal	Save
Outgoing Mail (SMTP Mail Server): Timeout	5	Save
Type Of Installation	On-Server	Save
Test Outgoing Mail		Test

3. Optional steps for specific domains like google accounts:
 - i. Change account access for less secure apps :
 - a. Sign in to your gmail account (sign in using your administrator account used as username in the outgoing mail configuration).
 - b. Click on my account in the top right button.

Settings

General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Labs Offline Themes

Language: INFOSYSTA Mail display language: English (US) Change language settings for other Google products

Phone numbers: Default country code: Lebanon

Images: Always display external images - Learn more

Default reply behavior: Reply

Conversation View: Conversation view on

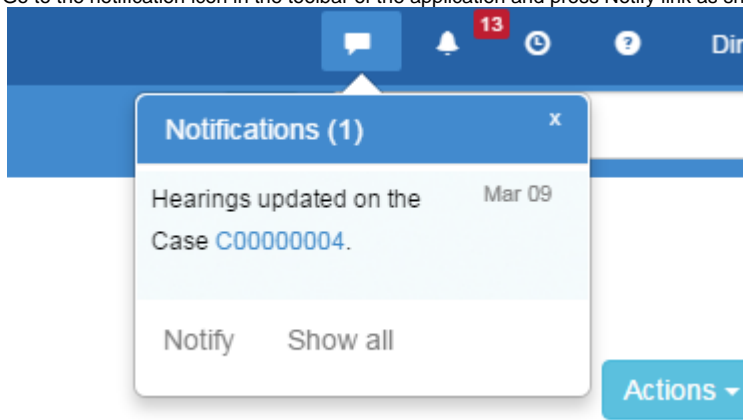
Send and Archive: Show "Send & Archive" button in reply

Stars: Drag the stars between the lists. The stars will rotate in the order shown below when you click successively.

- iii. Unblock Captcha:
 - a. On your device's browser, go to <https://accounts.google.com/DisplayUnlockCaptcha>.
 - b. Enter your username and password, then enter the letters on the screen to continue (optional if the captcha is visible in the screen).

4. Test and validate the notification through out the following steps:
 - a. In the same page you can press on the Test button to see the result of Outgoing Mail Integration, in case the result was failed then contact our support team and no need for next step

b. Go to the notification icon in the toolbar of the application and press Notify link as shown below:



i. Enter the description and add your email to validate the notification via email:

Send a notification

Message

Font Size... **B** *I* U
This is a Notification to test the SMTP Configurations.

Notify all Users

Notify Users

Start Typing

Send notification by email

Send

i Note

Make sure you receive an email that assures that the notification has been activated.