

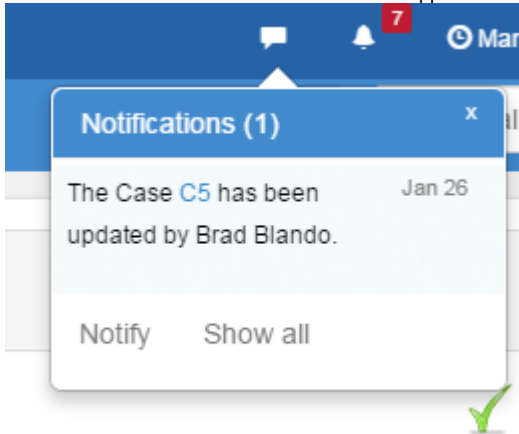
# Setup Outgoing Mail

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

1. Go to Administration and Setup -> Default Values 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. Test and validate the notification through out the following steps:
  - a. Go to the notification icon in the toolbar of the application and press Notify link as shown below:



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

Send a notification

Message

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This is a Notification to test the SMTP Configurations.

Notify all Users

Notify Users

Start Typing

Send notification by email

Send



**Note**

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