

Setting Up Email Capability in Agvance

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Emails can be sent from Agvance by setting up the *Mail Host* information on the *Company Preferences* window.

Setting Up the Mail Host

To send e-mails from Agvance, a *Mail Host* address must be entered at *Hub / Setup / Company Preferences*.

The screenshot shows the 'Preferences' window with the 'General' tab selected. The 'Mail Host' section is highlighted with a red box. It contains the following fields and options:

- ☐ Login Using Windows User
- ☐ Use ThinPrint Printer Driver
- ☐ Allow users to login from multiple machines
- Mail Host**
 - Mail Host:
 - Port:
 - ☒ Use SSL
 - If no Mail Host Port is specified, default port 25 will be used.
- Mail Host Email
 - Address:
 - Password:
 - Mail Host and Port must be filled out if using Mail Host Email
- Default timeout for email link (# of days):
- ☒ Filter Invalid Databases
- Prop 65 Cancer Warning Statement:
- Prop 65 Developmental Warning Statement:

Buttons at the bottom: AGIS Setup, KwikTag Setup, Print, Save, Cancel.

Note: the *Mail Host* address can usually be found by searching the domain name (the last part of the email address, i.e. *gmail.com*) at <http://mxtoolbox.com>. This site can often discover the IP address of the *Mail Host*, which is also usable.

Note: You may need to contact your IT provider to help you gather this information.

Setting up Individual User Email Accounts

Agvance users will need to enter their respective e-mail addresses and passwords on the *Profile* tab at *Hub / Setup / Users*.

Edit a User Robert Ellis (1RE)

Profile General Restrictions Agvance Apps

ID 1RE ☐ Inactive

Windows Login ID

First Name Robert

Last Name Ellis

Password

EMail Address rellis@agvance.net

EMail Password

<Role> Admin