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.

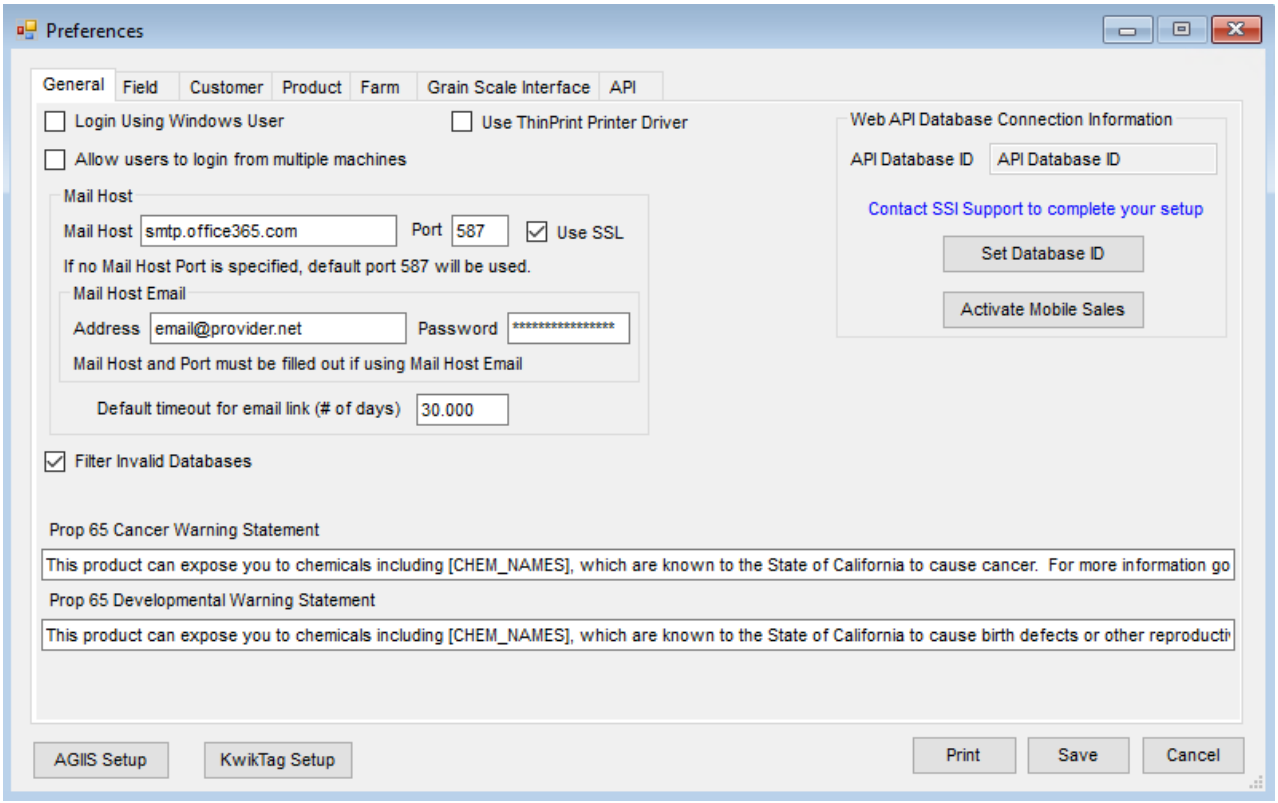
In Version 7.0.25780 and up, everywhere that sends an email through API or Agvance Windows will require the *Mail Host* and *Address* information be fully populated. The *Email Address* on the User setup will only be used as a *Reply To* address. The *From* will ALWAYS be the email set up here. For those using Send Grid to send CRM emails (using CRM only), it can still be set up to use *agvancecrm@agvance.net* as the *From* address.

If this is not filled out, there is NO emailing inside the application. To send any of the below options, the *Mail Host* and *Port* always need set up for the items below and the User must be set up to send these. Only the full *Mail Host* information needs populated. Some will still require a User's email for the Reply To:

- Agvance Reports (using *Send Email* when previewing)
- AP PO Approver Emails
- Windows Dispatch (completed job emails)
- Purchase Orders (emailing to Vendors)
- AP ACH (email notifications to Vendors)
- Emails generated from AgvAgent for PDF output
- Emails to Energy Drivers from Energy Work Order or Call-In option
- Emails from Mobile Sales through the API

Setting Up the Mail Host

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



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: It may be necessary to contact an IT provider to help gather this information.