

# Sending Emails - Mail Host Information

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Everywhere that sends an email through API or Windows Agvance will require the *Mail Host* and *Address* information be fully populated at *Hub / Setup / Company Preferences*. 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 in Company Preferences. For those using Send Grid to send CRM emails (using CRM only), it can 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.

**Note:** 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 at *Hub / Setup / Company Preferences* 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