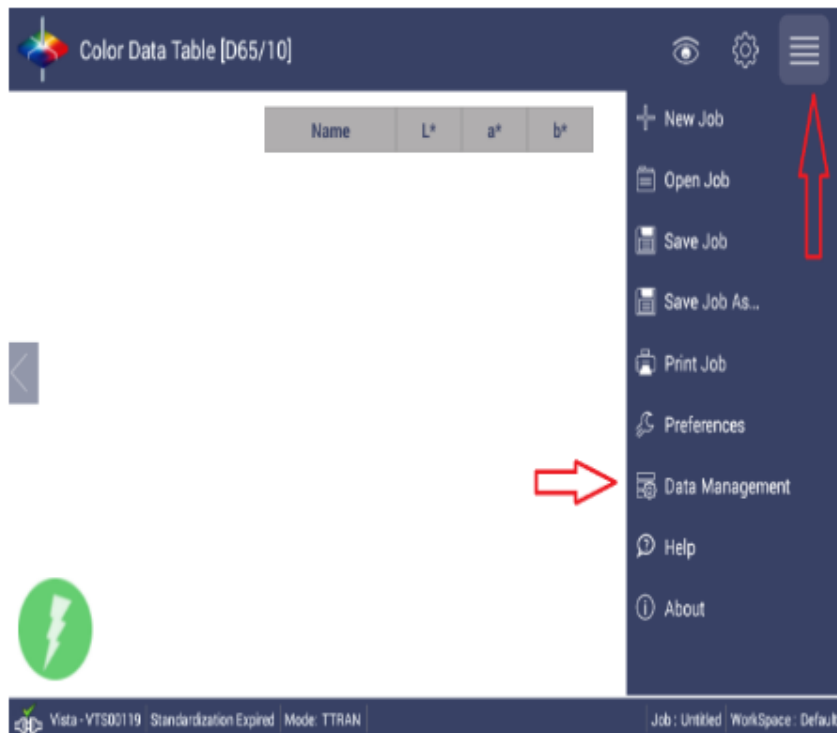


# Set up Email service in Vista Essentials

This tutorial describes how to configure the email service in Vista for sending files via email

**Before beginning, make sure that Vista is connected to the Internet.**

1) From the main screen, select the Job Settings Icon and then click on Data Management



2) Select Email



3) Configure the Email settings using the guidelines below:



**Name:** Enter the sender's name. The default is the Vista name and serial number

**Server:** Enter the Outgoing mail server name. Typically it has the form smtp.<service name>.com, such as smtp.gmail.com.

**Port:** Enter the outgoing server port number. The default port is 465.

Usually an outgoing server employs **port 25**: it's the **default SMTP port**. However, some IPs deny its use because of the massive spam and malware traffic by which is affected. This issue is raised in particular when you need to switch to another ISP – for instance, when you're travelling and connecting to a new provider. In this case you can try to use **port 587** or **port 465** to avoid the block.

More in detail: port 587 is supported by almost every outgoing SMTP server and it's useful for unencrypted or TLS connections; while port 465 is the right choice if you need to connect via SSL.

If you are unsure of the correct port, please contact your IT department or email service provider for configuration details.

**From:** Enter the email address for the sender's account, such as <username>@<mailservice>.com

**Password:** Enter the password used to access the sender's email account

**Enable SSL:** Check with your service provider. Check the box if Port 465 or 25025 is used.

## **Enable Authentication:** Check with your service provider

Click on OK when the form is completed. A notification will appear indicating success or failure of the setup. If the process fails, please check the information and try again.

## **To send an email:** Repeat steps 1 and 2 to open the Compose Email dialog box.

The screenshot shows a 'Compose Email' dialog box within a software application. The dialog box has a title bar that says 'Compose Email'. It contains three input fields: 'From' (with the email address 'hunterlactech@ic@gmail.com'), 'To', and 'Subject'. To the right of each field is a button: 'Settings' for the 'From' field, 'Send Email' for the 'To' field, and 'Close' for the 'Subject' field. Below these fields is an attachment area that says '0 No Attachments' and has an attachment icon. At the bottom of the dialog box is a large text area labeled 'Compose'. The background window is titled 'Color Data Table [D65/10]' and has a status bar at the bottom with the text: 'Vista - VTS02119 Standardization Expired Mode: TTR&N Job: Limited No+Space: Default'.

**To:** Enter the email address of the person you wish to email

**Subject:** Enter a brief description of the contents

**Attachments:** Click on the Attachment link and select attachments you would like to include in the email.

**Compose:** Enter the body of the email.

**Select Send Email button when form is completed.**

**Select Settings to change Email settings \*Refer to step 3 for instructions**

**Select Close to Cancel and Discard the email**