

Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

SMTP mailing

Using SMTP mailing is a much faster way to send batch emails than having them go through your email program. We recommend that everyone undertaking batch emailing use this feature.

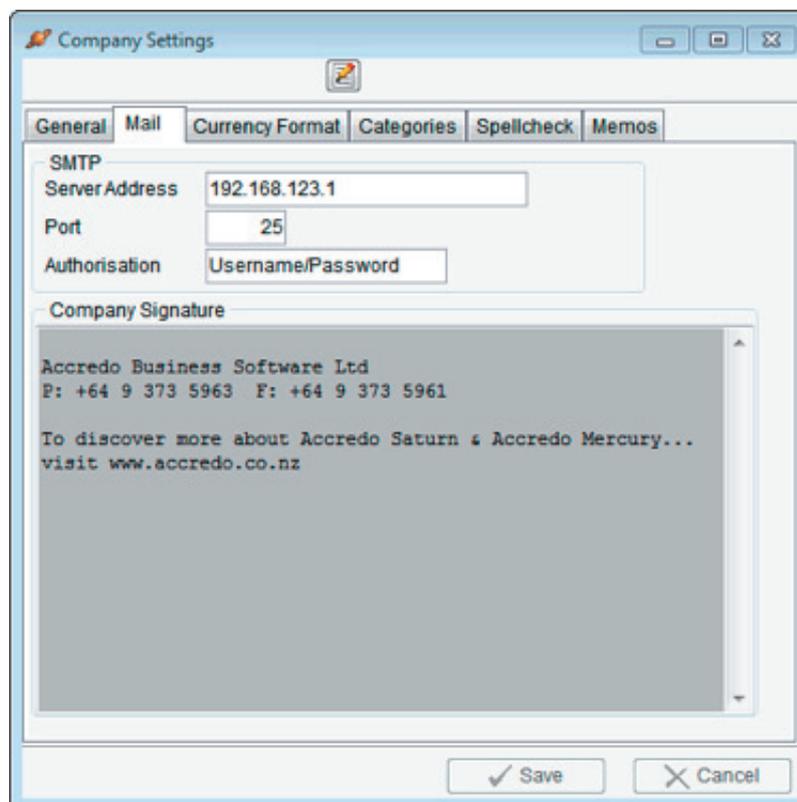
Navigator > Setup > Company > Configuration > Settings > Mail

Enter the SMTP Server Address. If you don't know what this is, your ISP or network administrator should be able to assist.

Port – leave this as 25 which is industry standard unless your ISP or network administrator advises otherwise.

Authorisation – If no Authorisation is needed change this to 'None'.

Company Signature – You may wish to type in a company signature to appear on emails sent through Accredo. →



Authorisation

If Authorisation is required go to:

Navigator > Setup > Company > Users > User Settings > SMTP

Use SMTP Mailing - tick the check box

SMTP Logon – Enter your User Name and Password on the SMTP server. Ask your network administrator if you don't know this.

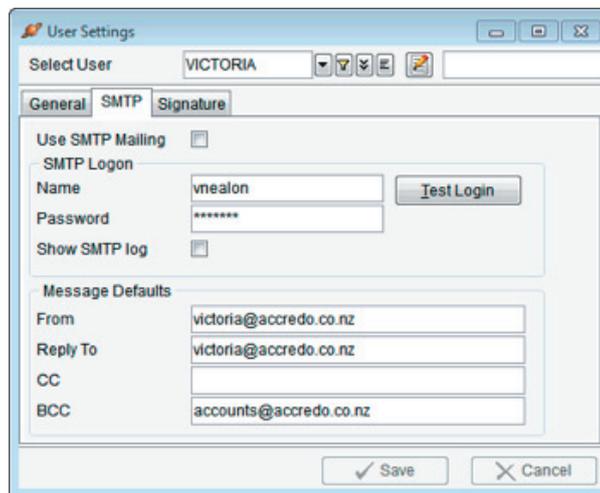
Click TEST LOGIN to make sure the login is successful. If it is not, tick Show SMTP Log and try again then print the log and show this to your network administrator.

Message Defaults

From – Enter your email address

Reply To – Enter your email address

BCC – As emails sent via SMTP do not go through Outlook, we recommend you either put your email address here so you have a record of the emails that were sent, or if you don't want these email copies clogging up your inbox, then create a separate email address and use that.



The screenshot shows the 'User Settings' dialog box with the 'SMTP' tab selected. The 'Select User' dropdown is set to 'VICTORIA'. Under the 'SMTP' tab, there are three sections: 'Use SMTP Mailing' with an unchecked checkbox; 'SMTP Logon' with fields for 'Name' (vnealon), 'Password' (masked with asterisks), and a 'Test Login' button; and 'Show SMTP log' with an unchecked checkbox. The 'Message Defaults' section contains fields for 'From' (victoria@accredo.co.nz), 'Reply To' (victoria@accredo.co.nz), 'CC' (empty), and 'BCC' (accounts@accredo.co.nz). At the bottom are 'Save' and 'Cancel' buttons.

Contact your QSP or Accredo Support if you require further assistance. ■