



AVImark[®]

Email Setup

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AVImark Email Setup

Overview

If you do not see your email provider listed below, you will need to contact your email provider for assistance with providing the required information necessary to complete this worksheet. If your email provider is listed, please click their name to see the settings AVImark will need to be able to email.



AVImark is not compatible with all email providers. The ability to use this function of AVImark will depend on the version of AVImark and the email provider. For example, Gmail will not work with versions below 2010 and Microsoft® will not work with any version of AVImark due to incompatibility with their settings.


When asking for the information for email setup, please let the email provider know you need settings for Microsoft Outlook®.

Email Providers

Gmail™

Yahoo!®

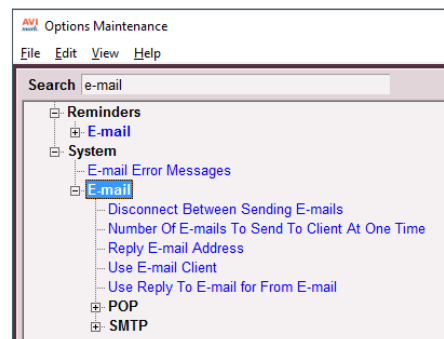
AOL®

1. On the speed bar, click on the Wrench () icon. This will bring up the Advanced Options.
2. In the search box type in e-mail. This will bring up the options you will need to modify.



If you see any Site values and you are not running Site, you will want to remove those values from the E-Mail Advanced Options. To remove a value, right-click | Remove.

- **Disconnect Between Sending E-mails.** This should be set to True if your email provider has a cap or limit of how many emails can be sent at one time or per batch.
- **Number of E-Mails to send to client at one time.** If Disconnect Between Sending E-mails is set to True, you will need to put a value under what your cap is. **Example:** *If you can send out an email with 100 recipients at one time, you would want to put a value around 80 in this field.* If Disconnect Between Sending E-mails is False, you can skip this step.



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- **Reply E-Mail Address.** This will be the email address you want your customers to reply to if they email you back.

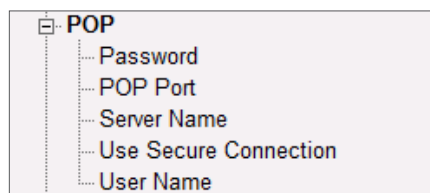


Some email providers require this to be your username. If you receive errors when trying to email, try your username in this option.

- **Use E-Mail Client.** If this option is set to True, AVImark will use the default email client of the computer. (i.e. Microsoft Outlook, Mozilla Thunderbird) to send emails. This will allow you to work with any email provider if AVImark is having trouble sending emails and may work great for sending single emails. However, if you are sending out mass emails; such as, reminders or newsletters, these options need to be set to False.

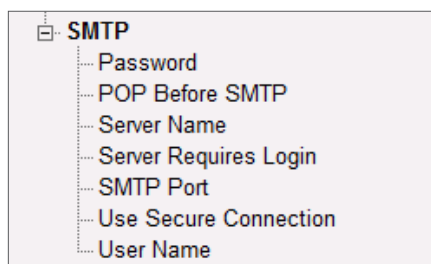
POP SETTINGS

1. **Password:** The password that you use to access your email.
2. **POP Port:** The port number of the mail server AVImark will connect when sending email. Most of the time, the port is 110.
3. **Server Name:** The server that transfers incoming mail sent to your email account. Most of the time it is going to be pop.servicesprovider.com. For instance, Gmail's POP server is pop.gmail.com.
4. **Use Secure Connection:** This option enables SSL or TLS, if needed.
5. **User Name:** The name that you provide when accessing your mail account. Example: *user* or *user@mail.com*.



SMTP SETTINGS

1. **Password:** The password that you use to access your email.
2. **POP Before SMTP:** Some mail servers must check for new email before sending out mail. If the preceding circumstance applies, this option should be set to True. If False, you can skip steps 5-6.



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3. **Server Name:** The server that sends outgoing email from your email account. Most of the time it is going to be smtp.servicesprovider.com. For instance, Gmail's SMTP server is smtp.gmail.com.
4. **Server Requires Login:** This option causes AVImark to provide the mail server with a username and password before an email is sent. **Note:** *If you have a username and password, this option should be set to **True**.*
5. **SMTP Port:** The port number of the mail server AVImark will connect when sending email. Most of the time the port is 25.
6. **Use Secure Connection:** This option enables SSL or TLS, if needed.
7. **User Name:** The name that you provide when accessing your web mail account or the SMTP server user name in the email account settings of your email client application.

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Gmail - Advanced Options Setup

	Option	Default Value	
Email	Disconnect between Sending E-mails	True	
	Number of E-mails to Send to Client at One Time	50	
	Reply E-mail Address	The email address you prefer your clients reply to with any questions.*	
POP	Password	leave blank*	
	POP Port	leave blank*	
	Server Name	leave blank*	
	Use Secure Connection	Never	
	User Name	leave blank*	
SMTP	Password	your Gmail password*	
	POP before SMTP	False	
	Server Name	smtp.gmail.com	
	Server Requires Login	True	
	SMTP Port and Secure Connection Settings	ver 2018 or newer	prior to ver 2018
	SMTP Port	587	465
	Use Secure Connection	TLS	SSL
	User Name	your Gmail address*	



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Yahoo - Advanced Options Setup

Yahoo Email Limit: no more than 100 emails or recipients per hour.

	Option	Default Value	
Email	Disconnect between Sending E-mails	True	
	Number of E-mails to Send to Client at One Time	50	
	Reply E-mail Address	Full Yahoo email address*	
POP	Password	leave blank*	
	POP Port	leave blank*	
	Server Name	leave blank*	
	Use Secure Connection	Never	
	User Name	leave blank*	
SMTP	Password	your Yahoo password*	
	POP before SMTP	False	
	Server Name	smtp.mail.yahoo.com	
	Server Requires Login	True	
	SMTP Port and Secure Connection Settings	ver 2018 or newer	prior to ver 2018
	SMTP Port	587	465
	Use Secure Connection	TLS	SSL
	User Name	Full Yahoo email address*	



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AOL - Advanced Options Setup

	Option	Default Value	
Email	Disconnect between Sending E-mails	True	
	Number of E-mails to Send to Client at One Time	50	
	Reply E-mail Address	Full AOL email address*	
POP	Password	leave blank*	
	POP Port	995	
	Server Name	leave blank*	
	Use Secure Connection	Never	
	User Name	leave blank*	
SMTP	Password	your AOL password*	
	POP before SMTP	False	
	Server Name	smtp.verizon.net	
	Server Requires Login	True	
	SMTP Port and Secure Connection Settings	ver 2018 or newer	prior to ver 2018
	SMTP Port	587	465
	Use Secure Connection	TLS	SSL
	User Name	Full AOL email address*	



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