

Email setup and operating tips for RPOffice v6

You can email from RPOffice v6 by following these tips and setup procedures.

First, all of your users must have a valid email address.

Therefore all of your Managers, Listers and sellers will have valid email accounts.

Secondly, your recipients (i.e. landlords, suppliers, payees) must have valid email addresses.

An independent check should be carried out to ensure that these email addresses are valid. (Note this is not a Support function to check the validity)

Setting up email defaults.

Prerequisite:

You will need the following information from your system administrator and/or your ISP (Internet Service Provider), you can get the information from your outlook or other email client.

The SMTP outgoing mail server name,

Note: RPOffice v6 does not use your email client..

To setup RPOffice v6 Email system, please do the following.

1. Use the **F3** key, or
2. Click on File.
3. Click on Setup.
4. Click on System.
5. Log into RPOffice v6 System.
6. Click on DEFAULTS tab along the top of the screen
7. On the Hierarchy click on Startup.
8. If not already, click on the DEFAULTS tab on the Startup screen.
9. Fill in the SMTP (outgoing mail server) name.
10. When finished, click on the "Apply" Button.
11. Close out of the System screen.

Testing your email setup

16. Open up the Scheduler
17. Click on the SETUP tab
18. Click on the Test email button
19. Enter in a recipient's name and valid email address (normally your own or somebody you can personally verify that the email was received)
20. Enter in a senders name and valid email address
21. Entering a subject and message if so desired.
22. Click on save
23. Check the email service for the receipt of the test email.

Please note, when you send anything from RPOffice v6 via email, you do NOT have an opportunity to change any email addresses. You can only do this from the normal client / business screens.