

Configuring Email Settings

Updated: March 24, 2015

It is possible to configure EventBooking so that when someone receives an email you have sent, the message is coming from your own server and email address instead of EventBooking.

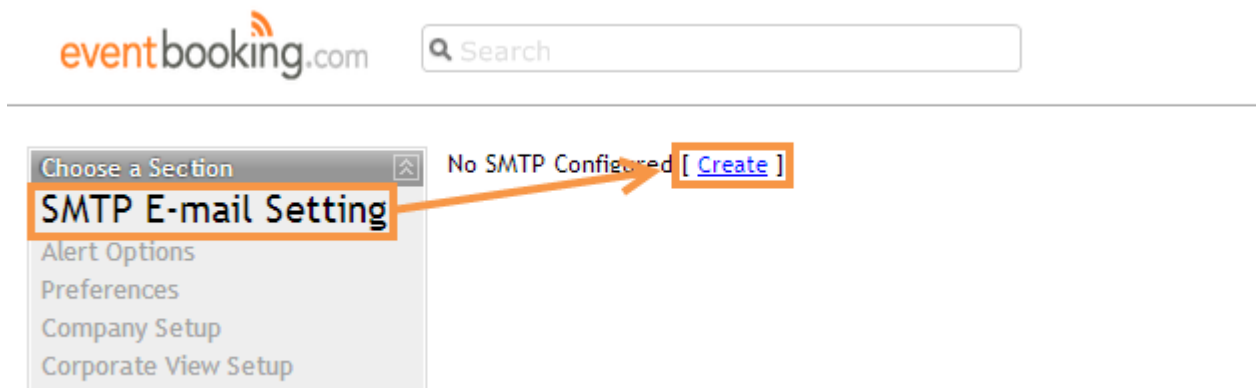
To configure this option you will need to get your IT department involved.

Please follow these steps:

1. Hover over your name in the upper-right corner of the page.
2. Click **My Settings**.



3. Click **SMTP E-mail Setting** on the left side of the page.
4. Click **Create**.



5. Enter the following information, some of which will need to be provided by your IT department:
 1. Server name or IP address of the email server
 2. Username of the email account
 3. Password for the email account
 4. Check the box for **Use SSL** if SSL is used for your email
 5. The port that is used for your email

Note: You can leave this set to 0 if no specific port is used.
6. Click **Save**

Choose a Section

SMTP E-mail Setting

Alert Options

Preferences

Company Setup

Corporate View Setup

Server:

Username:

Password:

Encryption: Use SSL

Port:

Save Cancel