

Chapter Four (a): Setting up e-mail using SMTP

Summary of Chapter:

- 🔗 How to set up your email, in the below sections:
 - 🔗 Changing Email Server settings
 - 🔗 Email Times
- 🔗 User Accounts
- 🔗 Configure Email Client e.g. Outlook

What you need:

- 🔗 Knowledge of Admin user account and valid password for your NetPilot.
- 🔗 Your domain
- 🔗 Configure your Email Client; in this example Outlook is used.

Software Revision Required:

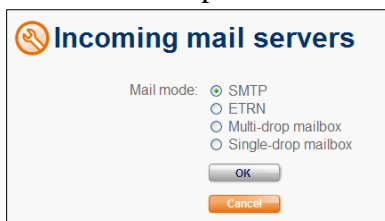
- 🔗 Applicable to software revision 5.2.0 > NetPilots

Changing Email Server settings:

- 🔗 Log on to the NetPilot as shown in Chapter One (b).
- 🔗 From the left-hand side of the screen, select 'Email', then 'From the Internet' and then 'Incoming mail servers'. (All links are highlighted below).



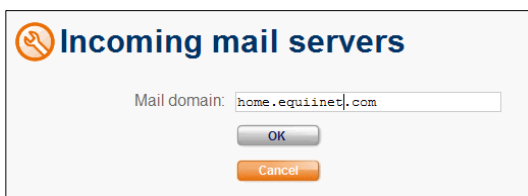
- 🔗 You will be presented with the screen shown above, select the 'Add' button as highlighted.



- 🔗 Select the 'SMTP' radio button in the next screen as highlighted left.

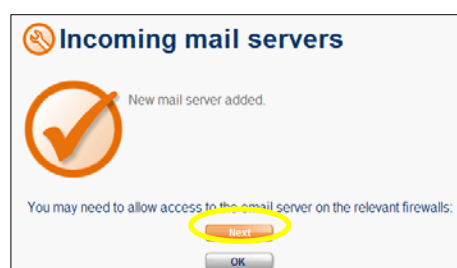
- 🔗 Select 'OK'.


- 🔗 In the next screen (shown below) enter your domain in the text box provided.

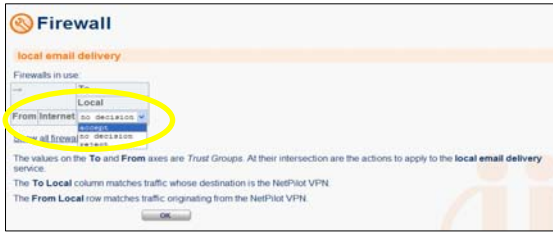



- 🔗 Select 'OK'.

- 🔗 You will see the below screen. Select the 'Next' button, to edit the firewall, so it will allow email through.




 You will be presented with a similar screen as below, select 'accept' from the appropriate drop down list, as highlighted below.



 Select 'OK' and 'OK' again to confirm.


Email Times:


 From the left-hand side of the screen, select 'Email', then 'From the Internet' and then 'Email Times'. (All links are highlighted below). You will be presented with the screen below.



Select the following from the drop down lists provided:

 'Mail check time band': 'always'

 'Mail check frequency (in band)': 'Every 2 minutes'

 'Mail check frequency (out of band)': 'Every 2 minutes'

 Select 'OK'.

User Accounts:



For more detailed information on adding, editing or deleting Users, please see any sub-sections of Chapter 10.

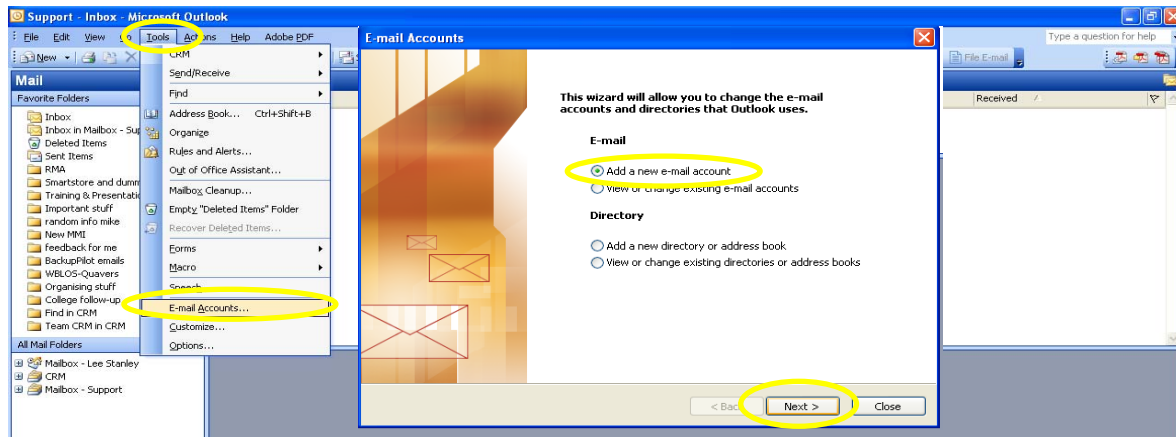
 Add as many User Accounts as you need:



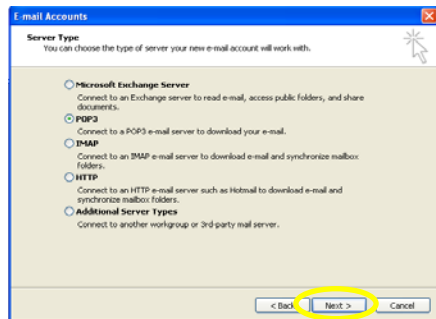
Tip! Please remember the Username and Password that you used as you will need to enter these into your Email Client.

Configure Email Client (Outlook):

- 🛠️ Open your Email Client and select 'Tools', 'Email Accounts'
- 🛠️ Select the 'Add a new e-mail account' radio button and then click the 'Next' button.
- 🛠️ All choices are highlighted below:

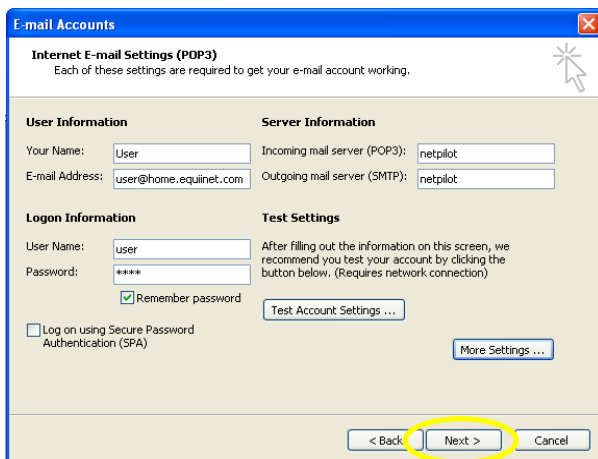


- 🛠️ The 'Server Type' window will open, as shown below:



- 🛠️ Select an appropriate incoming server.
- 🛠️ Select the 'Next' button.

- 🛠️ In the 'Internet E-mail Settings' enter in the following details.



- 🛠️ **User Information:** Enter the **same** username as you entered into the 'User Account' on the NetPilot and enter the 'Email Address' for this user.

- 🛠️ **Server Information:** Enter 'netpilot' into 'Incoming mail server (POP3):' and 'Outgoing mail server (SMTP):'.

- 🛠️ **Logon Information:** Enter the **same** username & password as you entered into the 'User Account' on the NetPilot.

- 🛠️ **Test Settings:** Select the 'Test Account Settings..' button to make sure all details are correct.



If a connection is not established after you have selected the 'Test Account Settings..' button, please check all entries of User on the NetPilot and Outlook set-up.

- 🛠️ Once you have finished entering details for the User select the 'Next' button (as highlighted above).

- 🛠️ Then select the 'Finish' button to finish the Wizard.



If email is still not working, please check that the 'example' domain has been removed from the 'Incoming Mail Server' under 'From the Internet'. Also please check that the Email Times are set correctly.