

## What you need to do in Automation to assist your clients in receiving your emails

In this example we will be using a fictitious business called Sample Motors we will also be using Telstra as the example internet/email service provider, please replace all details with your internet/email service providers information.

**Host** = Your internet/email service providers outgoing SMTP address

**Port** number = 465 or 587

**Connection** = SSL/TLS or STARTTLS

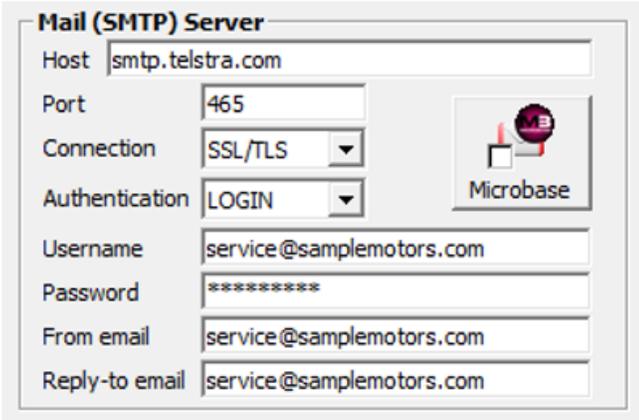
**Authentication** = LOGIN

**Username** = Your internet/email user account name

**Password** = Your internet/email user account password

**From Email** = Your email address that is in settings

**Reply-to Email** = Your email address that you want your clients to reply to.



Mail (SMTP) Server	
Host	smtp.telstra.com
Port	465
Connection	SSL/TLS
Authentication	LOGIN
Username	service@samplemotors.com
Password	*****
From email	service@samplemotors.com
Reply-to email	service@samplemotors.com

Go to File – Site Settings – Online Settings and enter all the required information, click OK to close site settings and save your changes.