

Email Server Settings

Last Modified on 16/04/2019 6:27 pm AEST

All outbound email is sent via SMTP. New tenants use Readinow's SMTP service by default. This allows the new tenant to be able to generate email (such as password reset) without further configuration.

ReadiNow's SMTP service is restricted to conservative limits. It is therefore recommended that the administrator change the configuration to use the corporate SMTP servers.

Viewing or Editing Email Server Settings

To view or edit Email Server Settings:

1. Select Application Menu. The menu appears with available applications.
2. Select **Administration**. The application displays at the landing page.
3. In the Left Navigation Area, select **Settings**. The Settings expand to display list.
4. Select **Email Server Settings**. The existing Email Server Settings display.
5. Select **Edit** in top right corner.
6. Complete the fields, including:
 - Server
 - Port
 - Use SSL - Select the checkbox if required, else leave it
 - Account
 - Password
 - No-reply address
7. Select **Save** to save the settings.

Sent Email Messages

Emails are logged in Sent Email Messages tabbed report.

Email Server Settings

SMTP SERVER DETAILS

Server: mail.readinow.com
Port:
Use SSL:
Account:
Password: *****
No-reply address: noreply@readinow.com

Email sent from Readinow software platform
will be logged here

SENT EMAIL MESSAGES

🔍 ACTION -

To	From	Subject	Sent
rt_test@readinow.com	noreply@readinow.com	Sending Mail Test	19/12/2016 11:29 AM