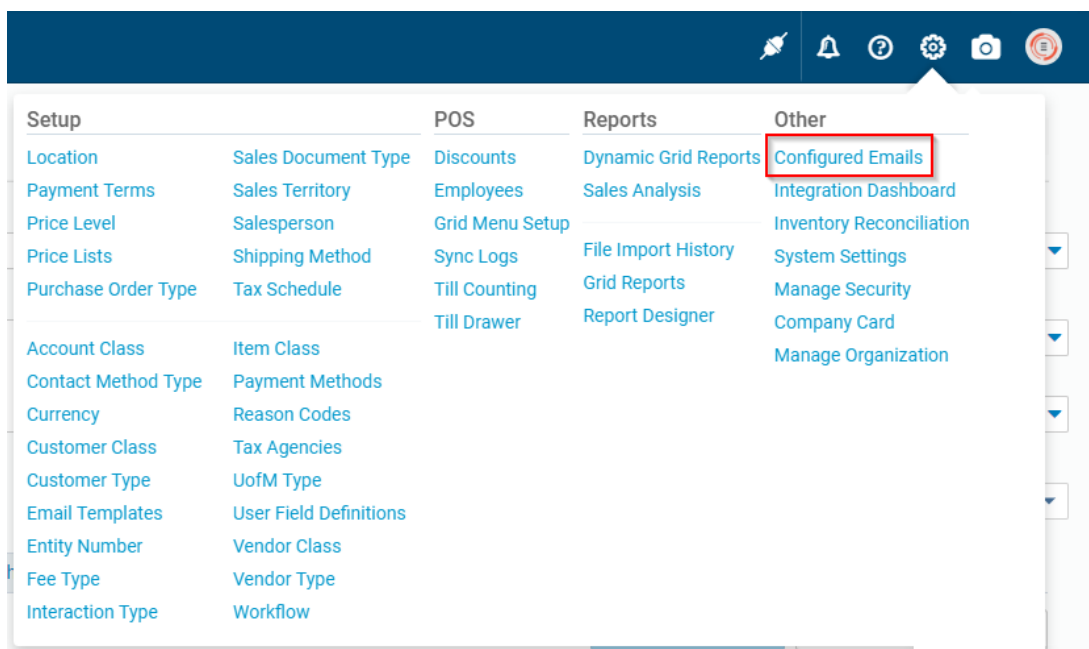# Configured Emails

Megan De Freitas - 2024-12-02 - Settings

Overview

Configured Emails allow you to set up default emails to use when emailing documents from within SalesPad Cloud.

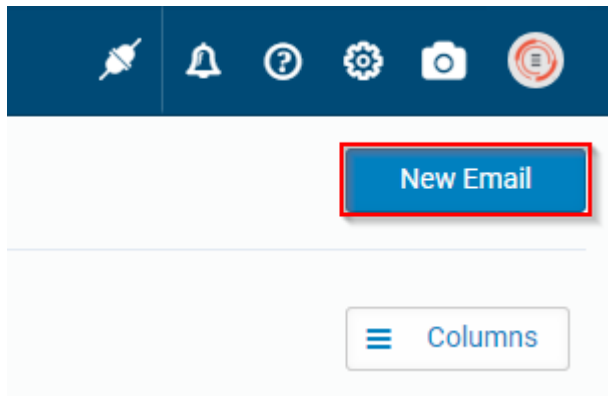To get started, select **Configured Emails** from the Settings menu.

Navigation Menu

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    - [Create a Configured Email](#)
- [See it in Action](#)

Configured Emails

Create a Configured Email

To create a Configured Email, click the **New Email** button in the upper right-hand corner of the screen.

The Create Configured Emails drawer will appear. Fill out the information fields in this drawer.

For a brief explanation of the different information fields in the Create Configured Emails drawer, click the bolded text below:

Create Configured Emails

Host - Specifies the host for the email

Host Port - Specifies the host port for the email

User Name - Specifies the user name associated with the email

Password - Specifies the password associated with the email

From Email - Specifies the email address to use

From Name - Allows you to create a from name for the email

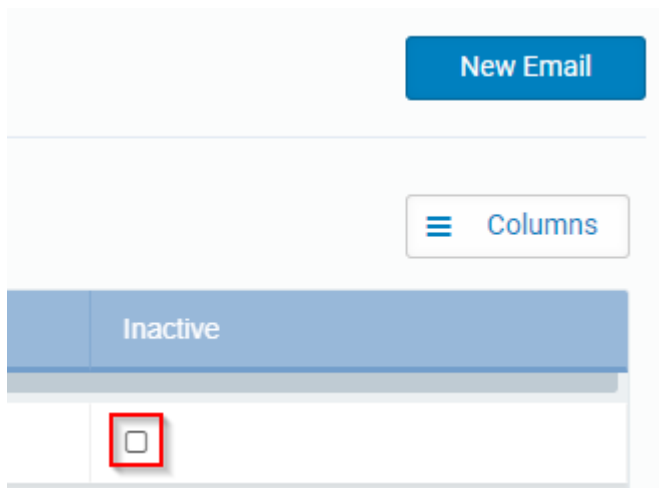*Use Authentication* - If checked, the email uses authentication

Use TLS - If checked, the email uses Transport Layer Security (TLS)

Inactive - If checked, the email is inactive

When you've finished entering your information, click **Save**.

To send a test email from within SalesPad Cloud using the Configured Email, click the **Send Test Email** button from within the Create Configured Emails drawer.
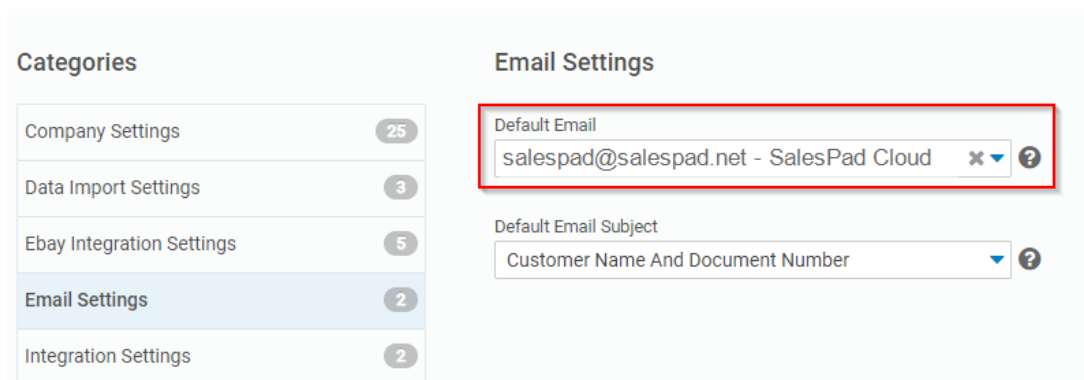
To mark an existing Configured Email as inactive, check the Inactive box in the far right of the Configured Emails grid.

See it in Action

When emailing a report from within SalesPad Cloud, the default "from" email address is determined by the Configured Email specified in your [System Settings](#).