



## Configured Emails

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### 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.



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### 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

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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.



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**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](#).



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