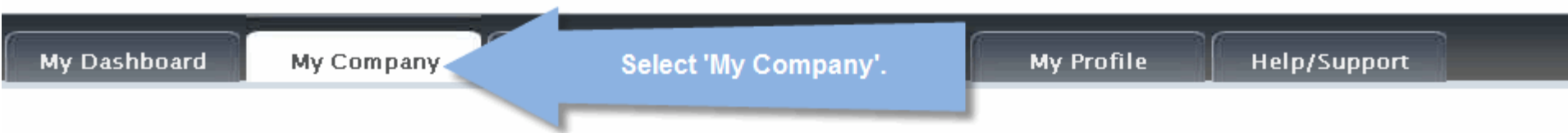


**Setting up your eMail through the  
Sales Correspondence Application**

This tutorial shows you how to add your eMail information to the Sales Correspondence Application.



Begin by selecting the 'My Company' tab from your dashboard.

## Company Profile

Company Name: Tax Club Admin  
Contact First Name: Tax Club  
Contact Last Name: Admin  
Contact E-Mail Address: support@palmbeachsoftware.com  
Address (Line 1): 1101 N Congress Ave  
Address (Line 2):  
City: Boynton Beach  
Choose State/Province: FL  
Zip/Postal Code: 33426  
Country: US  
Day Phone: 5615720233  
FAX:  
Web URL:

[Edit](#)

## SMTP Server Information


In order to enable emailing within the applicaitons, you will need to provide information about the SMTP Server to use.

FROM Address:

SMTP Server:

Requires Authentication

User Name:



Then select 'Edit' to begin the process.

My Dashboard

My Company

My Users

My Applications

My Profile

Help/Support

## Company Profile

Company Name:

Primary Contact:

Address (Line 1):

Address (Line 2):

City:

Choose State/Province:  Country:

Zip/Postal Code:

Day Phone:

FAX:

Web URL:

## SMTP Server Information

In order to enable emailing within the applications, you will need to provide information about the SMTP Server.

FROM Address:

SMTP Server:

Requires Authentication

User Name:

Password:

Confirm PWD:

Type in the eMail address you wish your messages to come from.

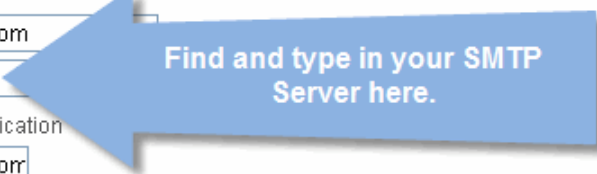
First, type the eMail address that you wish the messages to appear to come from. For example, if you are sending out an eMail to a client through the Sales Correspondence Application, decide on which of your eMail accounts you would like that message to come from.

## Company Profile

Company Name: Primary Contact:  ▼Address (Line 1): Address (Line 2): City: Choose State/Province:  ▼ Country:  ▼Zip/Postal Code: Day Phone: FAX: Web URL: 

## SMTP Server Information

In order to enable emailing within the applicaitons, you will need to provide information about the SMTP Server to use.

FROM Address: SMTP Server:  Requires AuthenticationUser Name: Password: Confirm PWD: 

Find and type in your SMTP Server here.

Then, you must find the SMTP server and insert it into the field shown. You can find your SMTP server information by selecting the help section of your eMail provider. Some examples include:

- Comcast:** smtp.comcast.net
- Yahoo:** smtp.mail.yahoo.com
- Gmail:** smtp.gmail.com

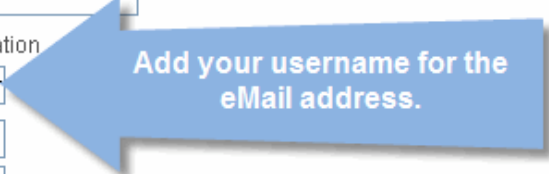
## Company Profile

Company Name:	<input type="text" value="Widget Inc."/>
Primary Contact:	<input type="text" value="Tax Club Admin"/> ▼
Address (Line 1):	<input type="text" value="1101 N Congress Ave"/>
Address (Line 2):	<input type="text"/>
City:	<input type="text" value="One Land"/>
Choose State/Province:	<input type="text" value="Select a state/province"/> ▼
Country:	<input type="text" value="United States"/> ▼
Zip/Postal Code:	<input type="text" value="33426"/>
Day Phone:	<input type="text"/>
FAX:	<input type="text"/>
Web URL:	<input type="text"/>
	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

## SMTP Server Information

In order to enable emailing within the applicaitons, you will need to provide information about the SMTP Server to use.

FROM Address:	<input type="text" value="asmith@widgetinc.com"/>
SMTP Server:	<input type="text" value="mail.widgetinc.com"/>
	<input type="checkbox"/> Requires Authentication
User Name:	<input type="text" value="asmith@widgetinc.com"/>
Password:	<input type="text"/>
Confirm PWD:	<input type="text"/>



Add your username for the eMail address.

Next, be sure to add your username that you use to access your eMail account.

My Dashboard

My Company

My Users

My Applications

My Profile

Help/Support

## Company Profile

Company Name:

Primary Contact:  ▼

Address (Line 1):

Address (Line 2):

City:

Choose State/Province:  ▼ Country:  ▼

Zip/Postal Code:

Day Phone:

FAX:

Web URL:

## SMTP Server Information

In order to enable emailing within the applications, you will need to provide information about the SMTP Server to use.

FROM Address:

SMTP Server:

Requires Authentication

User Name:

Password:

Confirm PWD:

Then enter in your password for the eMail account chosen, and confirm.

Next, be sure to add in your password that you would use to access the eMail address chosen. And be sure to confirm the password.

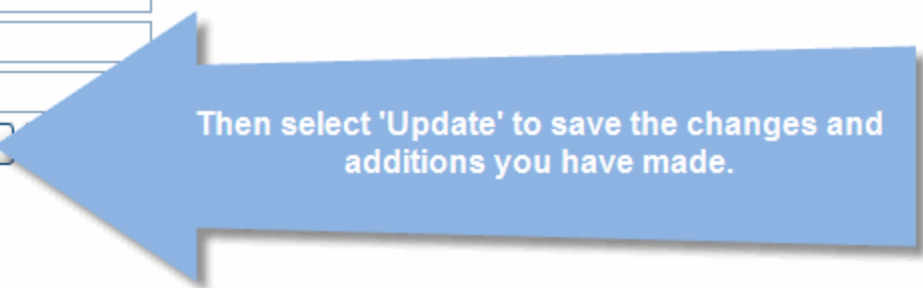
## Company Profile

Company Name:	<input type="text" value="Widget Inc."/>
Primary Contact:	<input type="text" value="Tax Club Admin"/> ▼
Address (Line 1):	<input type="text" value="1101 N Congress Ave"/>
Address (Line 2):	<input type="text"/>
City:	<input type="text" value="One Land"/>
Choose State/Province:	<input type="text" value="Select a state/province"/> ▼
Country:	<input type="text" value="United States"/> ▼
Zip/Postal Code:	<input type="text" value="33426"/>
Day Phone:	<input type="text"/>
FAX:	<input type="text"/>
Web URL:	<input type="text"/>
	<input type="button" value="Update"/>

## SMTP Server Information

In order to enable emailing within the applications, you will need to provide information about the SMTP Server to use.

FROM Address:	<input type="text" value="asmith@widgetinc.com"/>
SMTP Server:	<input type="text" value="mail.widgetinc.com"/>
	<input type="checkbox"/> Requires Authentication
User Name:	<input type="text" value="asmith@widgetinc.com"/>
Password:	<input type="text"/>
Confirm PWD:	<input type="text"/>



Then select 'Update' to save the changes and additions you have made.

Once you have finished inputting the information needed for the SMTP server, be sure to select the 'Update' button to save the information. Then you are able to return to the dashboard and send messages to your contacts through the Sales Correspondence Application.