

The settings for Office 365, Google Gmail & Bell Sympatico are specified in “**Settings-Outgoing Mail Server**”. These settings are used by the Engine to send alert and error messages to user’s email addresses specified in “**Settings –System**”. Note: The EDI settings for receiving policy download from insurance companies are specified in “Settings - CSIONet”

For Office 365 - smtp.office365.com

- 1) As shown below, enter “smtp.office365.com” in the “**Outgoing mail server (SMTP):**” field, check off the “**Outgoing server (SMTP) requires authentication**” checkbox and enter your Office 365 username and password in the **User Name:** and **Password:** fields.

Your Internet E-Mail's Outgoing Mail Server (SMTP)

Outgoing Mail Server (SMTP) | Advanced

Outgoing mail server (SMTP): smtp.office365.com

SMTP Service Extension - Authentication

Outgoing server (SMTP) requires authentication

Log on using

User Name: johnsmith@FirstBroker.com

Password: xyghn2\$

SMTP Service Extension - Delivery Status Notification

Send EHLO instead of HELO

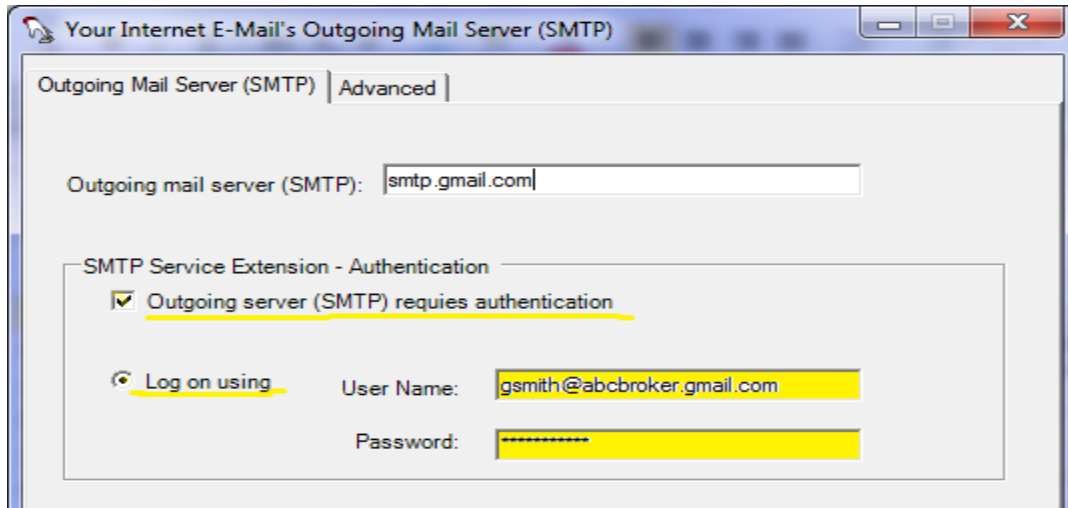
Delivery Status Notification:

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OK Cancel

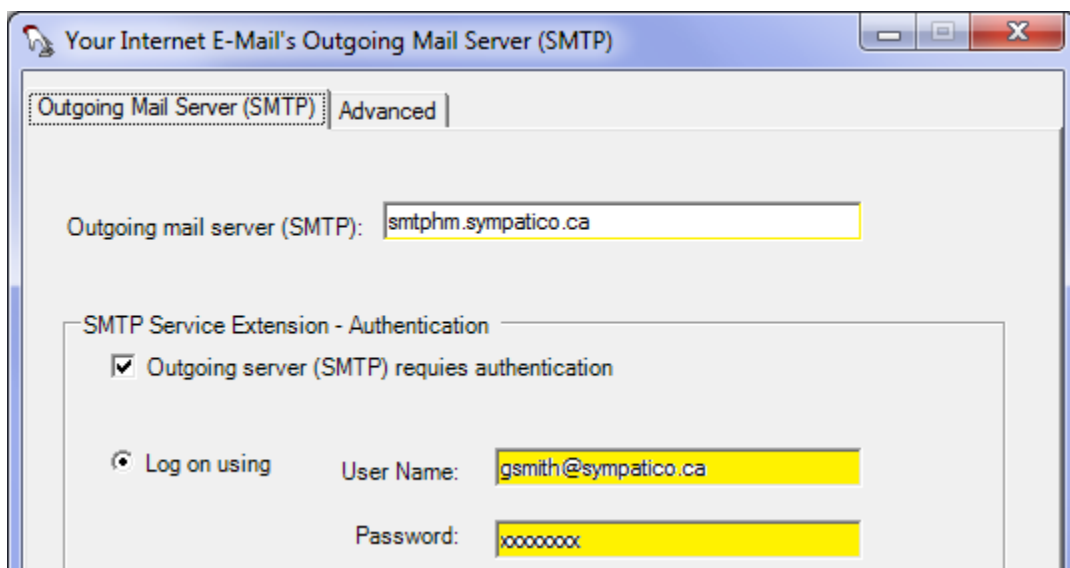
For Google Gmail - smtp.gmail.com

- 1) As shown below, enter “smtp.gmail.com” in the “Outgoing mail server (SMTP):” field, check off the “Outgoing server (SMTP) requires authentication” checkbox and enter your Office 365 username and password in the **User Name:** and **Password:** fields.



1) For Bell Sympatico - smtphm.sympatico.com

- As shown below, enter “smtphm.sympatico.com” in the “Outgoing mail server (SMTP):” field, check off the “Outgoing server (SMTP) requires authentication” checkbox and enter your Office 365 username and password in the **User Name:** and **Password:** fields.



- 2) Click the “**Advanced**” tab and enter **587** in **Outgoing server (SMTP)**: port number field and select **TSL** from the “**encrypted connection**” type drop down box.

