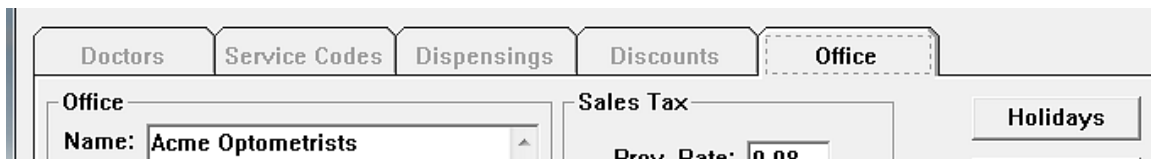
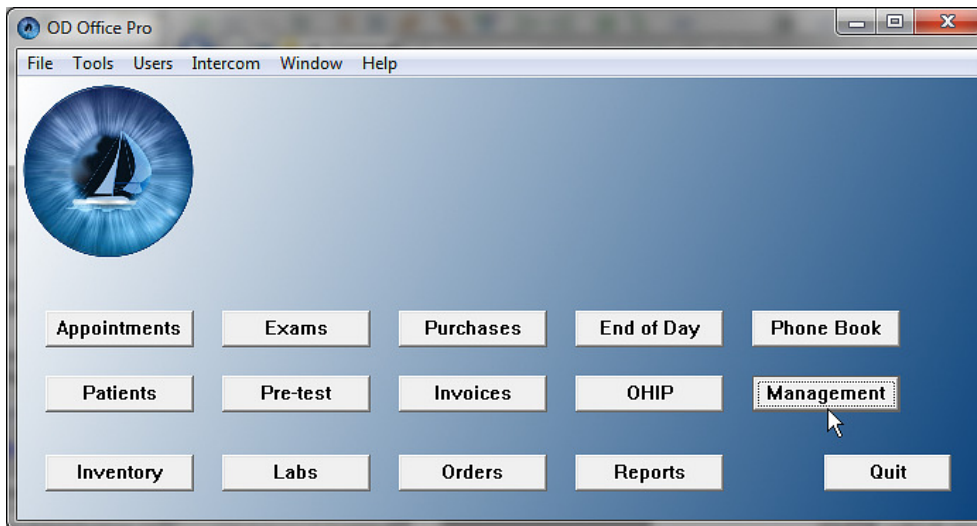


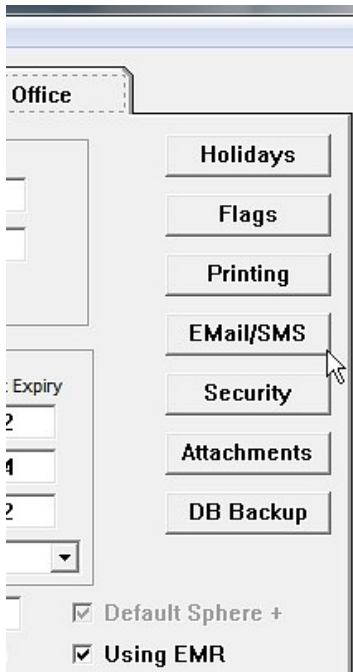
Setting up an EMail Account

If your own EMail provider supports the use of SMTP for outgoing EMail, then you are able to provide this information to ODOOfficePro, to permit you to send EMail from within the program, directly to one or more patients.

SMTP, which stands for Simple Mail Transfer Protocol, is a global standard for permitting third party applications to send EMail using a user's account. For example, when configuring outgoing EMail functionality on a mobile phone, this is typically done by providing the SMTP account information.

This can be configured within ODOOfficePro from the Office Management settings, available by clicking on the *Management* button, then turning to the *Office* page.





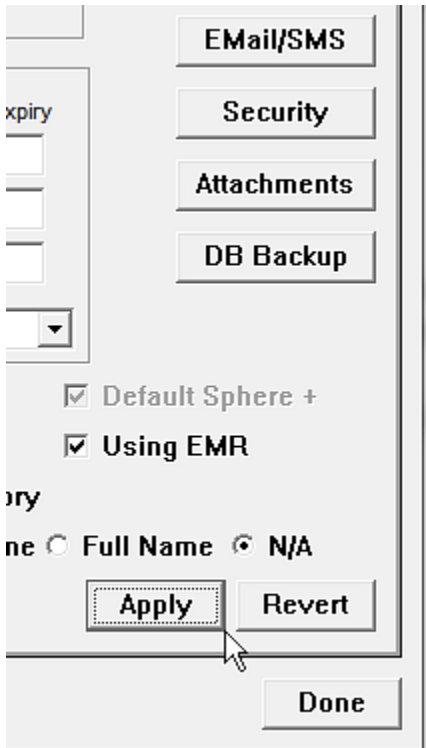
The account information is then specified in the *EMail/SMS* window. The SMTP account information will be specific to the user account. This information will be available from the EMail account provider, or very likely online.

Buttons have been provided to assist with the configuration of a few of the more popular EMail providers. Using these buttons will configure the basic information for the associated provider, thereby requiring only the specific account information (User/Password) to be entered.

A *Test* button has also been provided, to permit the testing of the entered account information, by sending a simple EMail message to the specified return address.



Once the SMTP account information has been entered, make sure to press the *Continue* button on the Account window, and then the *Apply* button when back on the Office Management window.



Using Gmail

It is important to know that Gmail imposes restrictions on the number of recipients for an EMail. These restrictions are more stringent than when using their web EMail client. For example, using their web client, an EMail message can be sent to up to 500 recipients. Using SMTP, however, this limit is 100 recipients.

To use a Gmail account, you must ensure that the account is configured to use 2-step verification. An App Password must then be created, which is the password to use when entering the account information into ODOOfficePro. If you need help with this, please consult the document, *Using 2-Step verification with GMAIL*.