How to Configure the SMTP server for out-going emails?

Objectives

· Configure SMTP server for outgoing emails

Steps

Follow these steps to configure the Outgoing Mail on LEXZUR:

- 1. Go to Settings -> Setup & Configuration under System Preferences section -> Outgoing Mail tab.
- 2. Set the values into the empty fields shown in the screenshot below according to your SMTP Server:

Active Directory			Q
Azure Active Directory	Descente	Default Males	A
Client Portal	Property	Deraut value	Actions
Default Values	Outgoing Mail (SMTP Mail Server): From Address	noreply@madungujadhurc	Save
DocuSign Integration	Outgoing Mail (SMTP Mail Server): From Name	App4Legal Notification	Save
Maker Checker Control	Outgoing Mail (SMTP Mail Server): SMTP Encryption		
Mattermost Inegration	outgoing has toint has berein onn breinpion	\$51 *	save
Notifications	Outgoing Mail (SMTP Mail Server): Host Name	smtp.gmail.com	Save
Outgoing Mail	Outgoing Mail (SMTP Mail Server): Username	noreply@madungujadhurc	Save
Password Policy			_
Reminders	Outgoing Mail: Requires Authentication	Yes *	Save
System Values	Outgoing Mail (SMTP Mail Server): Password 🗿		Save
Web Hooks	Outgoing Mail (SMTP Mail Server): Port		Save
		405	
	Outgoing Mail (SMTP Mail Server): Subject Prefix	App4Legal	Save
	Outgoing Mail (SMTP Mail Server): Timeout		Save

- 3. Optional steps for specific domains like google accounts:
 - i. Change account access for less secure apps :
 - a. Sign in to your Gmail account (sign in using your administrator account used as username in the outgoing mail configuration). b. Click on the account in the top right button.

=	🖌 Gmail	Q Search mail	0 \$		() App4Legal
+	Settings General Labels Inbox	Accounts Filters and Blocked Addresses Forwarding and POPIIMAP Add-ons Chat and Meet Advanced Offline Themes	B	M	
⊠ ☆ ©	Language:	App-Legal Mail display language: English (US) Change Language settings for other Google products Bable input tools - Use various text input tools to type in the language of your choice - Learn more Right-b-text editing support off Right-b-text editing support off	Docs	Sheets	Slides
	Phone numbers: Maximum page size:	Default country code: [Lebanon v] Show 50 v conversations per page	31 Calendar	Chat	Meet
~	Undo Send: Default reply behavior: Learn more	Send cancellation period: 5 v econds Reply Reply all	Currents	Sites	Contac
	Hover actions: Send and Archive:	Enable hover actions - Quickly gain access to archive, delete, mark as read, and snooze controls on hover. Disable hover actions Show 'Sead & Archive' button in reply Mid 'Sead & Archive' button in reply		_	
	Default text style: (Use the Remove formatting burreset the default text style)	ton on the toolbar h Sans Serff $\rightarrow \tau T \rightarrow \Delta \rightarrow K$ This is what your body rest will look like. • Anavor diabler external linease. Learn more			

- c. Go to the "Sign-in & Security" section.
- d. In the sub-window,
 - 1. Find "Allow less secure apps"
 - 2. If not enabled, you need to toggle access for less secure apps to be On.
- ii. 2-Step Verification is not supported by the app: Many apps like the Mail app in some versions of ios and windows phones, don't support 2-step Verification so you have to disable this option.
- iii. Unblock Captcha:
 - a. On your device's browser, go to https://accounts.google.com/DisplayUnlockCaptcha.

b. Enter your username and password, then enter the letters on the screen to continue (optional if the captcha is visible in the screen).

- 4. Test and validate the notification throughout the following steps:
 - a. On the same page, you can press the Test button to see the result of Outgoing Mail Integration, in case the result was failed then contact our support team, and no need for the next step

b. Go to the notification icon in the toolbar of the application and press Notify link as shown below:

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Not	fication	s (Na	N)		x
A new .Last	note ha Chancel	s been	adde	d	Dec 28
A new .Micro	v note ha psoft vs A	s been	adde	d	Nov 26
Notif	y Sho	ow all	Dis	smis	s All

i. Enter the description and add your email to validate the notification via email:

wessage	Font Size V B I U	
Notify all Users	Notify Users	
Notify all Users	Notify Users	
Notify all Users	Notify Users Start typing	(
Notify all Users	Notify Users Start typing	
Notify all Users	Notify Users Start typing	(
☐ Notify all Users	Notify Users Start typing	
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☐ Notify all Users	Notify Users Start typing	
☐ Notify all Users	Notify Users Start typing Start typing Send Notification by email	

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!