Configure your email Settings

CLMS2 allows you to configure your email settings according to the methods supported by your individual email service provider. To verify that you are indeed using the correct settings we highly recommend that you visit your email service provider and download a current copy of the instructions for email configuration.

There are generally two methods of configuring your email settings “SMTP” or “MAPI” CLMS2 allows for both. In the example below we shall demonstrate how you would configure CLMS2 for email. These settings are set in CLMS2Web and are used to send emails from CLMS2PC. Keep in mind that whenever you change your email settings it will require that you sync CLMS2PC so that these changes will be downloaded in the PC client.

In this example we are configuring for a Gmail account however this will be different depending on your email provider, like yahoo, hotmail or some other.

To Use Outlook MAPI client Configure in CLMS2Web

Leave all SMTP settings blank and unchecked, make sure you supply your email address and provide the optional BCC address, select MAPI from the “Send Email Via:” dropdown and then click the “Submit” button. Remember that this configuration can only be performed in CLMS2Web and will require “Sync” in CLMS2PC for any changes to your configuration to take effect.
To Use SMTP client Configure in CLMS2Web

Configure all the SMTP settings in accordance with the instructions supplied by your email provider. These settings in the example are for a Gmail address however they may be different depending on the provider you use. For the port number Gmail uses both 465 and 587 if one does not work try the other. Make sure you supply your email address and provide the optional BCC address, select SMTP from the “Send Email Via:” dropdown and then click the “Submit” button. Remember that this configuration can only be performed in CLMS2Web and will require“Sync” in CLMS2PC for any changes to your configuration to take effect.
You can verify your settings in CLMS2PC by clicking on the “Settings Tab”, however any changes need to be made via CLMS2Web.