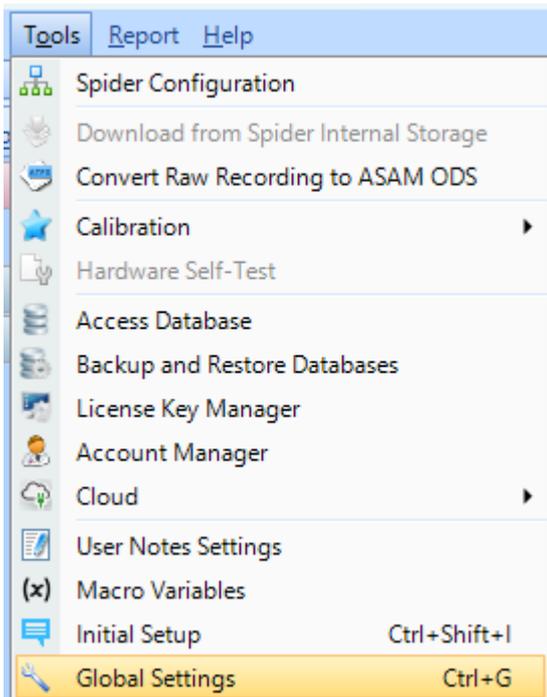# Setting up alert Emails from VCS
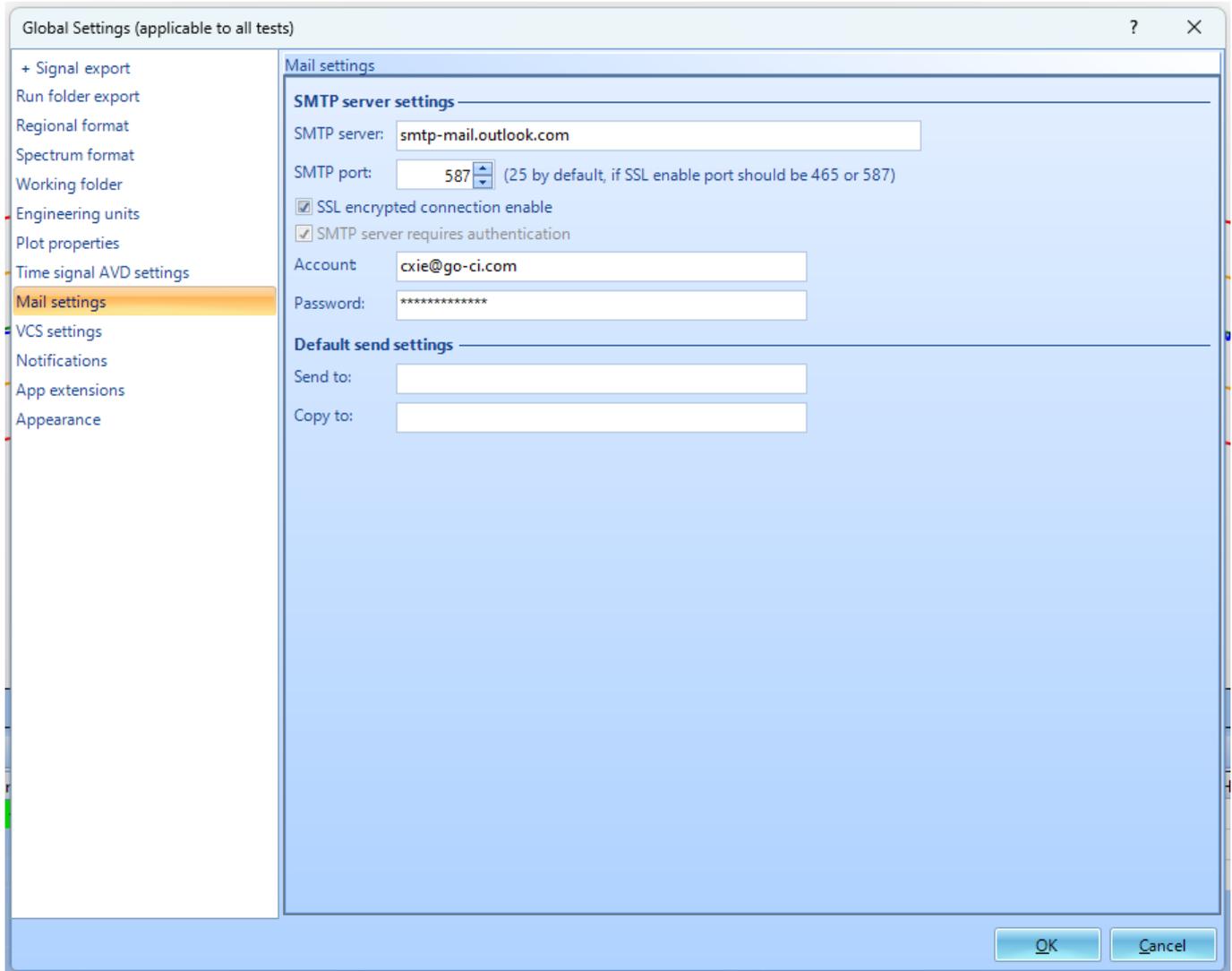
For Outlook

Setup
To start, we need to change the mail settings.

Mail Setting defines how EDM sends email per Event Action Rules. SMTP server address, port number, encryption type, and authentication parameters are specified as required. The Spider hardware (only version 7.x) is also equipped with a send email function that can be used when the email server doesn't require SSL encryption. Sending email through the hardware is not always available when SSL encryption is required. This feature enables sending emails in Black Box mode. The origin of email, either from the Spider hardware or the EDM, can be chosen from the Event Action Rules.Some email accounts have different SMTP server addresses that EDM must use in order to send emails. These SMTP Servers can be found in the primary email account settings, such as for Outlook in the POP and IMAP setting or searching for the keyword "SMTP"

We can use the shortcut Ctrl-G or under Tools, click Global Settings.

Once the window is up, on the left side, click Mail settings.

For Outlook, the SMTP server should be: **smtp-mail.outlook.com**
Change the SMTP port to the number that fits your needs.

Enter the outlook account and the password that you want the mail sent to.

Creating the Event actions
In the control panel on the left, click Config.

From:
https://help.go-ci.com/ - **Crystal Instruments Help**

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Last update: **2024/05/24 19:00**