Email Alert Setup Guide (EDM)

Outlook (Office365) email setup

This section describes how to set up your email settings

- Navigate to **Tools > Global Settings** or click **Ctrl+G**
- Go to **Mail settings**
- Set the related parameters, for example:
  - **SMTP server:** smtp-mail.outlook.com
  - **SMTP port:** 587
  - Enable **SSL encrypted connection enable**
    - **Note:** SSL encrypted email sending can only be done through PC (Spider cannot send SSL encrypted emails in black-box mode)
  - **Account / Password:** your email credentials

Event Action rules

This section describes how to send emails

- Open **Config** / **Setup > Test Configuration** or click **Ctrl+T**
- Go to **Event actions**
- Click **Add a user event** and assign it a name such as **Email**
- Select the **Email** event in the dropdown and fill out the relevant email fields
- Edit the **Run schedule** to send email where relevant

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