



How-To Guide:

Setup and Test an Email in Configuration Manager

OVERVIEW

This guide provides step-by-step actions for Email setup in the Storage Commander Configuration Manager including:

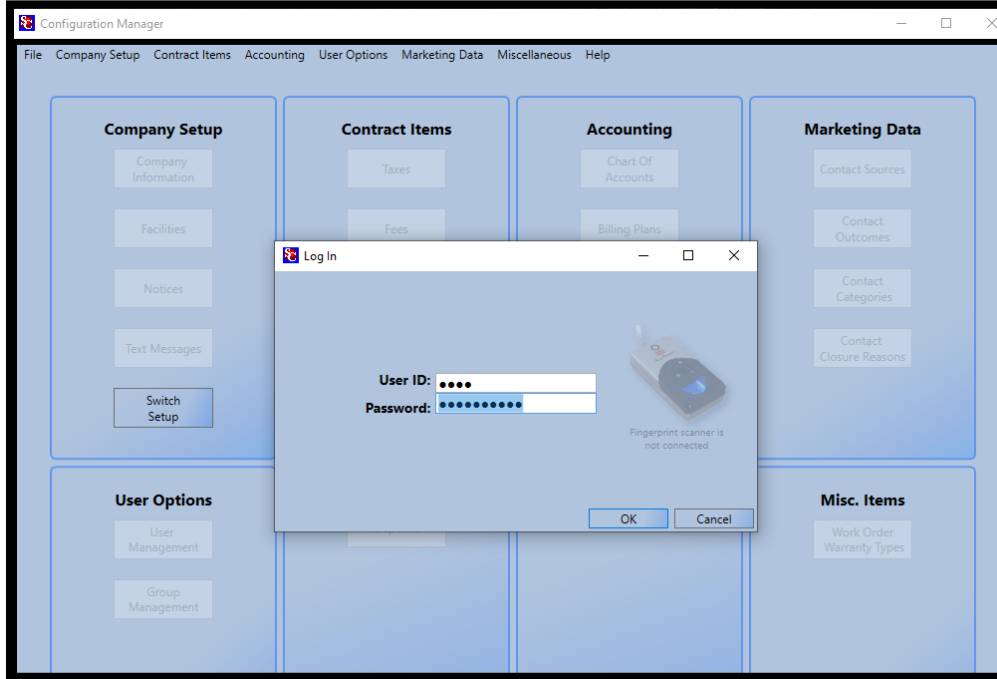
- Email address setup
- Email address update

Note: Not all customers have access to the Storage Commander Configuration Manager. Please contact your manager to have them setup or update the facility email address.

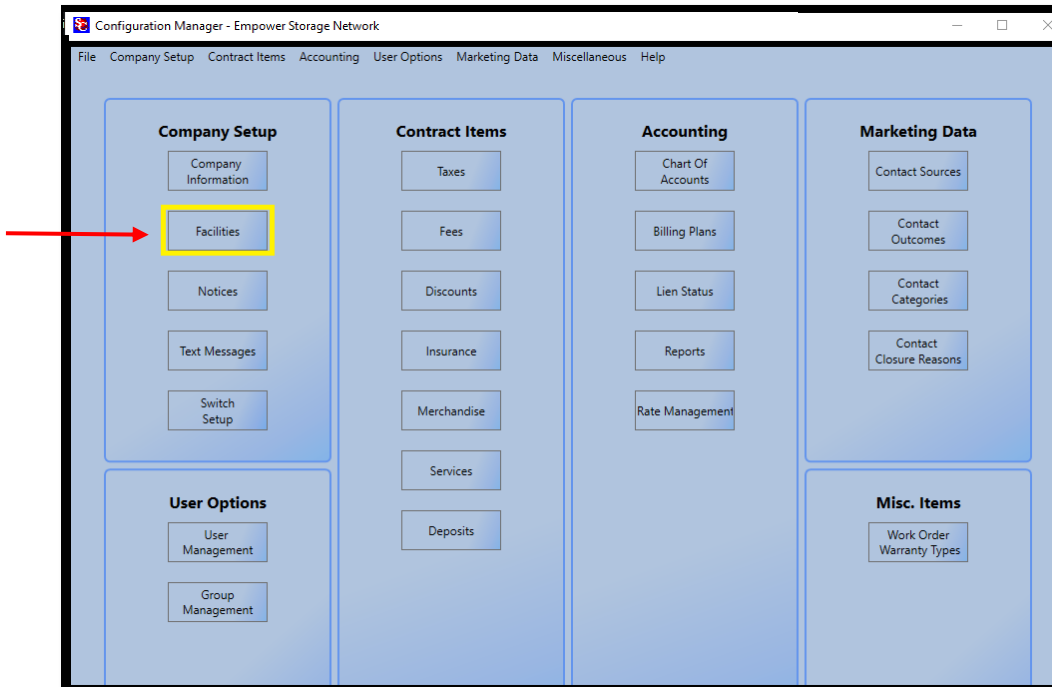
Setting Up Email

To send notices, receipts, reports and other documents using your email account, you must first configure the email option. This is accomplished by clicking on the Settings button located next to the email address field in the Facility Detail window.

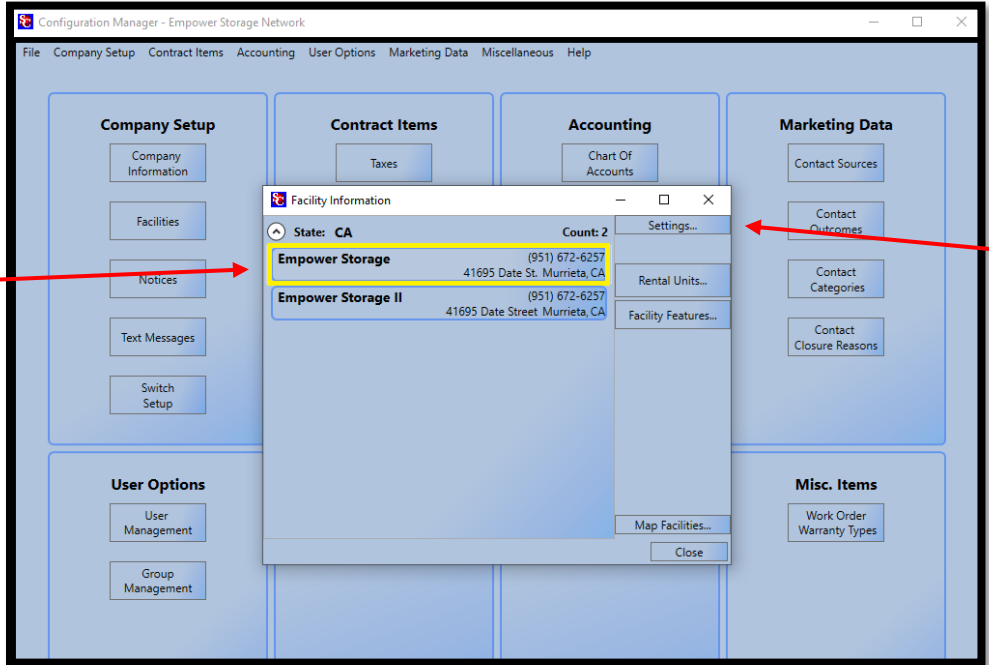
1. Log into the Storage Commander Configuration Manager.



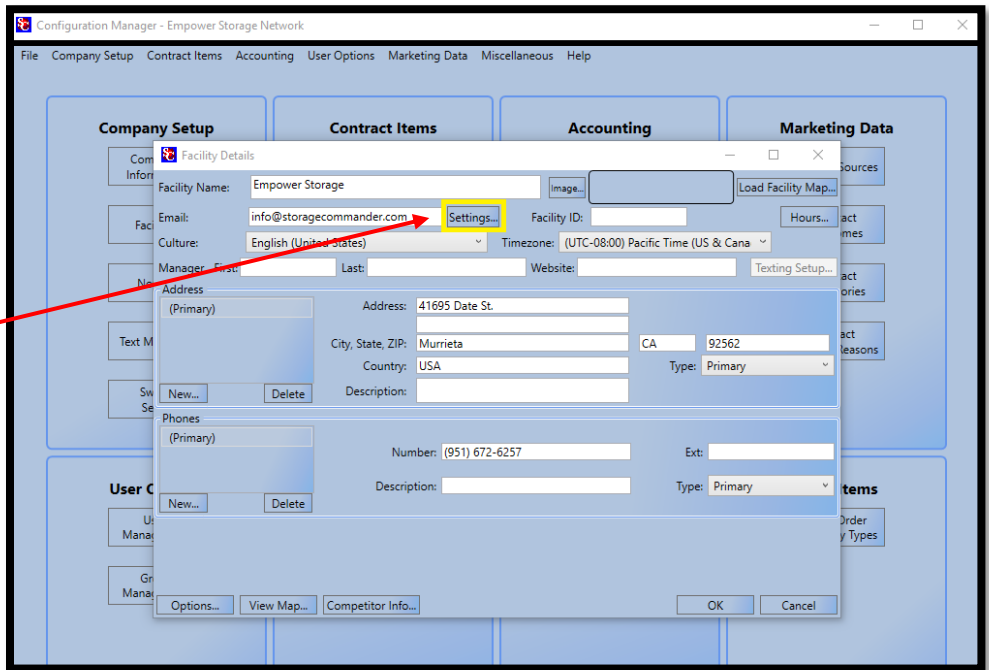
2. Select Facilities.



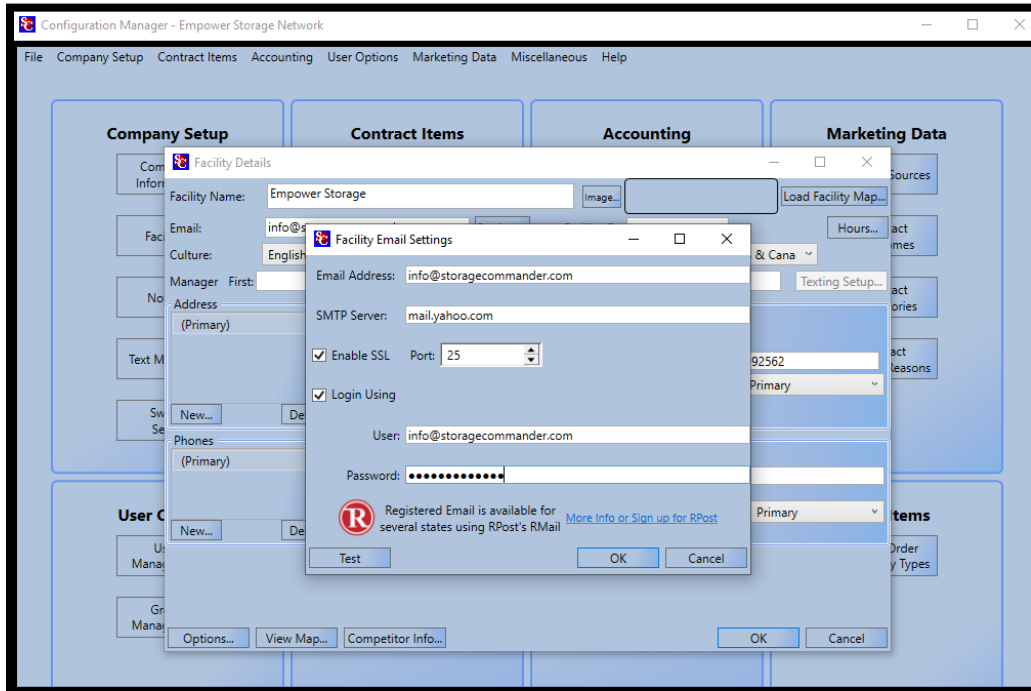
3. Select the facility and click **Settings**.



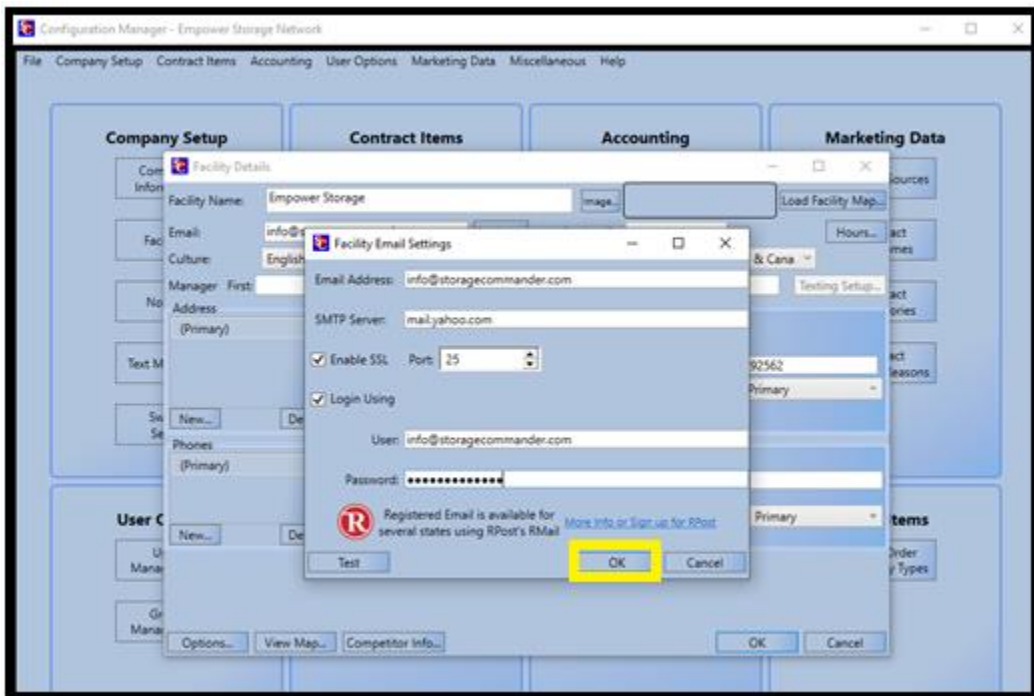
4. Select the **Settings** button next to the email address.



5. Fill in required fields based on your email providers requirements and click **Test** to verify the email function has been configured correctly. Please see the example below.



6. Select **Ok**.



Note: To change the password to the email, **replace** the current password with the new one and select **Test** to verify the email function has been configured correctly.

General Support Information

We're available to help you with any questions that you might have with using Storage Commander. Our software comes with technical support that is available from 7:00am to 5:00pm Monday through Friday **PST**, and Saturdays from 7:00am to 3:30pm **PST**.

Technical Support for Storage Commander:

Technical Support: 951-301-1187

Fax: 877-600-8412

Digital Fax: 951-813-2548

Email: support@storagecommander.com

Website: www.storagecommander.com/support

Sales for Storage Commander:

Front Office: 951-672-6257

Toll Free: 877-672-6257

Fax: 951-600-8412

Digital Fax: 951-813-2548

Email: sales@storagecommander.com

Website: www.storagecommander.com

For additional information and resources please visit our website at: www.storagecommander.com/support