

Set up outgoing Email from Chameleon-i

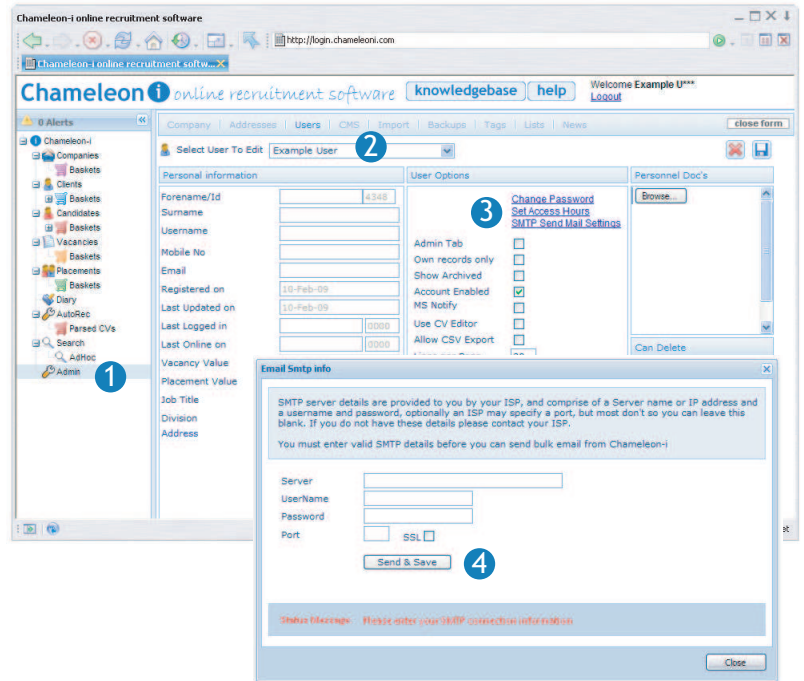
To send Emails from Chameleon-i, you must first supply the details of your SMTP server for each user account.

SMTP details

SMTP server details are provided to you by your ISP, (Internet Service Provider) and comprise of a Server name (Outgoing mail server SMTP) and a username and password. Optionally an ISP may specify a port. If you don't have these details please contact your ISP.

Setting permission

- 1** Select **Admin** from the smart navigation, and then select the **Users** tab.
Tip: If you do not have access to the Chameleon-i Admin panel, please contact your system administrator.
- 2** Select the user you wish to edit from the drop down list.
- 3** Select the link labeled **SMTP Send Mail Settings** to open the Email SMTP info pop-up window.
- 4** Enter the details provided by your ISP and press the **Test settings** button. Wait for the confirmation status message to be displayed.
Tip: If the status message displays an authentication error please check your SMTP details are correct, if the message says 'Mail sent' these details are correct.
- 5** Your settings will automatically be saved when you **close** the pop-up window.
Tip: Ensure you update the SMTP details for each user you want to permission for bulk email.



Important information

Chameleon-i is committed to best practice email marketing and does not condone unsolicited commercial email sent from the system.

It is **your responsibility** to ensure contacts are emailed on an opt-in, permission basis and if contacted by email may unsubscribe through placeholder links in every bulk Email send.

If you are sending large quantities of Emails it may trigger your ISP to mark all your emails as spam, therefore a maximum of 200 bulk Emails per hour, per SMTP account can be sent through the system to remain within the limit set by ISPs.

It remains **your responsibility** to ensure your ISP does not blacklist your Email account and therefore your companies legitimate business Email. Refer to our terms of use for details.

Bulk Email is treated as 2nd class mail for processing purposes the send priority is kept for action-driven Emails.