

Configure email settings

The [Alert Communications wizard](#) allows you to configure email settings for sending out alert notifications using the email server available on your network.

Configure your email settings

To configure your email settings:

1. Click **Alerts** in the Navigation pane, and then click **Alert Actions and Responses**.
2. Click the Action Providers tab.
3. Click **Add**.
4. On the Welcome page of the Alert Communications wizard, click **Next**.
5. Select the **Simple Mail Transfer Protocol (SMTP)** provider type, type a unique name, and then click **Next**.
6. Type the SMTP address, port number, and the number of seconds to wait before a timeout occurs.
7. **If the Server requires authentication**, check **Server requires authentication**, and then type the appropriate login information for the email server.
8. Type the **Name** and **E-mail** address you want to appear in the **From** field in alert notifications.
9. To verify the connection to the SMTP server, click **Test**. Type the email address to send the test email, and then click **OK**.
10. Verify that the correct recipient received the test email message, and then click **OK**. **If the test is unsuccessful**, review your settings.
11. Click **Finish**.

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