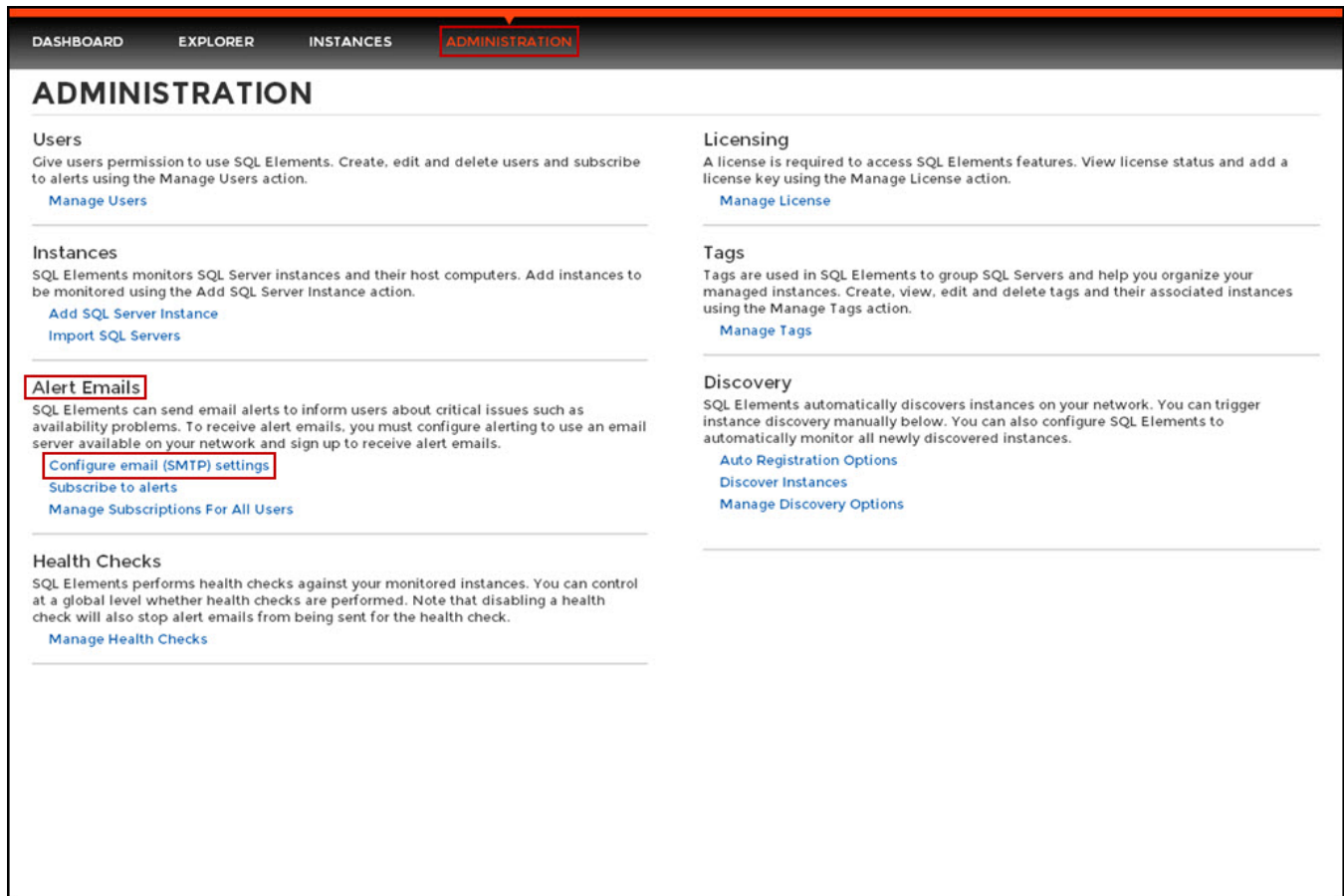


# How to configure email settings for alert notifications

Idera SQL Elements can send email notifications for warning or critical conditions from your environment, but before subscribing to these email notifications; you must first configure your email (SMTP) settings.

You can access this option by going to the **Administration** tab.



The screenshot shows the 'ADMINISTRATION' tab selected in the top navigation bar. The main content area is titled 'ADMINISTRATION' and contains several sections: 'Users', 'Instances', 'Alert Emails', 'Health Checks', 'Licensing', 'Tags', and 'Discovery'. The 'Alert Emails' section is highlighted with a red box, and within it, the 'Configure email (SMTP) settings' link is also highlighted with a red box. The 'Alert Emails' section text states: 'SQL Elements can send email alerts to inform users about critical issues such as availability problems. To receive alert emails, you must configure alerting to use an email server available on your network and sign up to receive alert emails.' Below this text are three links: 'Configure email (SMTP) settings', 'Subscribe to alerts', and 'Manage Subscriptions For All Users'. The 'Instances' section text states: 'SQL Elements monitors SQL Server instances and their host computers. Add instances to be monitored using the Add SQL Server Instance action.' Below this text are two links: 'Add SQL Server Instance' and 'Import SQL Servers'. The 'Users' section text states: 'Give users permission to use SQL Elements. Create, edit and delete users and subscribe to alerts using the Manage Users action.' Below this text is one link: 'Manage Users'. The 'Licensing' section text states: 'A license is required to access SQL Elements features. View license status and add a license key using the Manage License action.' Below this text is one link: 'Manage License'. The 'Tags' section text states: 'Tags are used in SQL Elements to group SQL Servers and help you organize your managed instances. Create, view, edit and delete tags and their associated instances using the Manage Tags action.' Below this text is one link: 'Manage Tags'. The 'Discovery' section text states: 'SQL Elements automatically discovers instances on your network. You can trigger instance discovery manually below. You can also configure SQL Elements to automatically monitor all newly discovered instances.' Below this text are three links: 'Auto Registration Options', 'Discover Instances', and 'Manage Discovery Options'. The 'Health Checks' section text states: 'SQL Elements performs health checks against your monitored instances. You can control at a global level whether health checks are performed. Note that disabling a health check will also stop alert emails from being sent for the health check.' Below this text is one link: 'Manage Health Checks'.

**ADMINISTRATION**

**Users**  
Give users permission to use SQL Elements. Create, edit and delete users and subscribe to alerts using the Manage Users action.  
[Manage Users](#)

**Instances**  
SQL Elements monitors SQL Server instances and their host computers. Add instances to be monitored using the Add SQL Server Instance action.  
[Add SQL Server Instance](#)  
[Import SQL Servers](#)

**Alert Emails**  
SQL Elements can send email alerts to inform users about critical issues such as availability problems. To receive alert emails, you must configure alerting to use an email server available on your network and sign up to receive alert emails.  
[Configure email \(SMTP\) settings](#)  
[Subscribe to alerts](#)  
[Manage Subscriptions For All Users](#)

**Health Checks**  
SQL Elements performs health checks against your monitored instances. You can control at a global level whether health checks are performed. Note that disabling a health check will also stop alert emails from being sent for the health check.  
[Manage Health Checks](#)

**Licensing**  
A license is required to access SQL Elements features. View license status and add a license key using the Manage License action.  
[Manage License](#)

**Tags**  
Tags are used in SQL Elements to group SQL Servers and help you organize your managed instances. Create, view, edit and delete tags and their associated instances using the Manage Tags action.  
[Manage Tags](#)

**Discovery**  
SQL Elements automatically discovers instances on your network. You can trigger instance discovery manually below. You can also configure SQL Elements to automatically monitor all newly discovered instances.  
[Auto Registration Options](#)  
[Discover Instances](#)  
[Manage Discovery Options](#)

In the **Alert Emails** section, click **Configure email (SMTP) settings**. A dialog box opens with three main sections:

- Email Information
- Outgoing Mail Server Information
- Test Email Settings

?

X

## Email Settings

### Email Information

Sender Address:

Reply To Address:

Message Footer:

### Outgoing Mail Server Information

SMTP Server Address:

SMTP Server Port:  ☐ Use an SSL encrypted connection

☐ SMTP Server requires authentication

User name:

Password:

### Test Email Settings

Recipient of test email:

**SEND TEST EMAIL**

**OK** **CANCEL**

## Email Information

### Sender Address

Enter the email address that SQL Elements will use as the sender of the emails notifications.

### Reply To Address

You must specify a reply-to email address to receive replies from emails.

### Message Footer

Enter the text that you want to appear in the footer of notifications.

## Outgoing Mail Server Information

In order to send email notifications, you must specify the settings of an email server you want to use. You need to provide the following information:

### SMTP Server Address

Enter the name or Internet Protocol (IP) address of your SMTP mail server.

### SMTP Server Port

Enter the IP port that the SMTP mail server uses. The default SMTP port is 25.

### Use an SSL encrypted connection

Select this check box to use an SSL encrypted connection to connect to the email server.

### SMTP Server authentication

Select this checkbox if your SMTP server requires authentication, specify then a valid user name and password to access the email server.

## Test Email Settings

You can use this section to test your email settings. For this purpose, enter the **Recipient of the test email** and click **SEND TEST EMAIL**. SQL Elements sends a test email to the recipient you specify. You can verify this test email in the respective recipient account.

After you configure your email settings, you can subscribe to alerts. For more information on how to subscribe to alerts, go to [Subscribing to Alerts](#).



### Manage users

From the **Administration** tab, you can decide which users receive alerts or not. For more information, refer to [Managing subscriptions for all users](#).