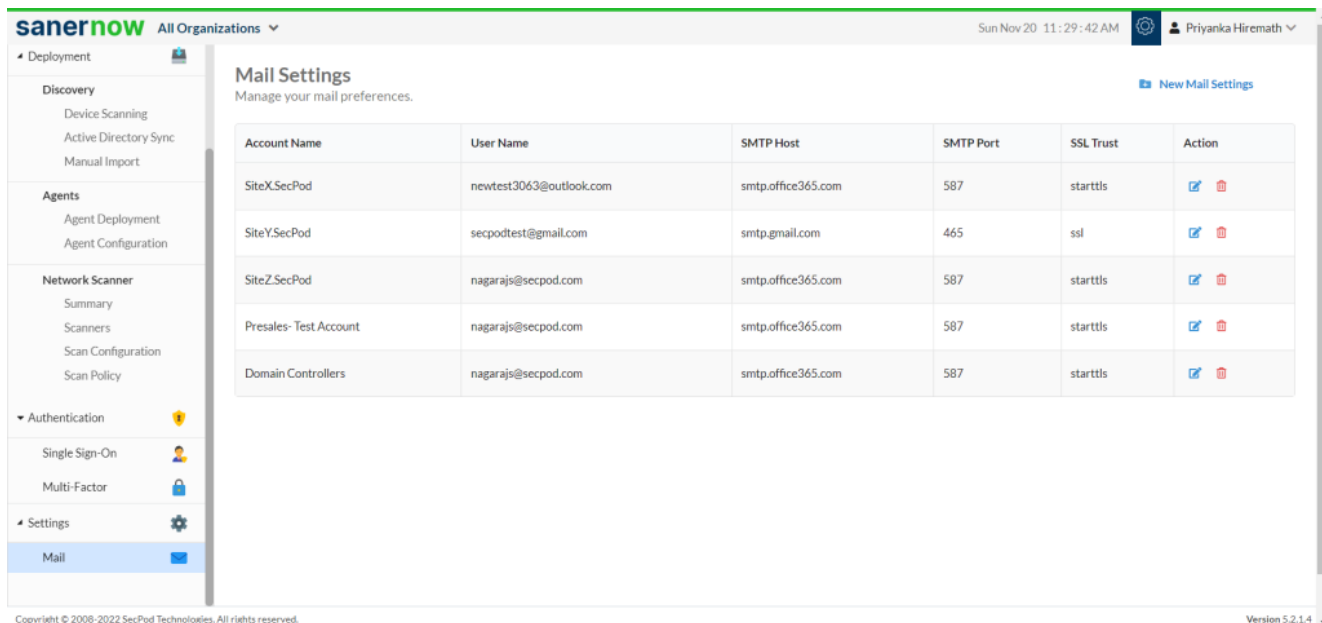


How to configure mail settings to email Report PDF?

To receive reports on your email in the PDF format, you must configure the mail settings. Let us understand how to configure mail settings.

1. Go to **Control Panel** and click on **Settings**.

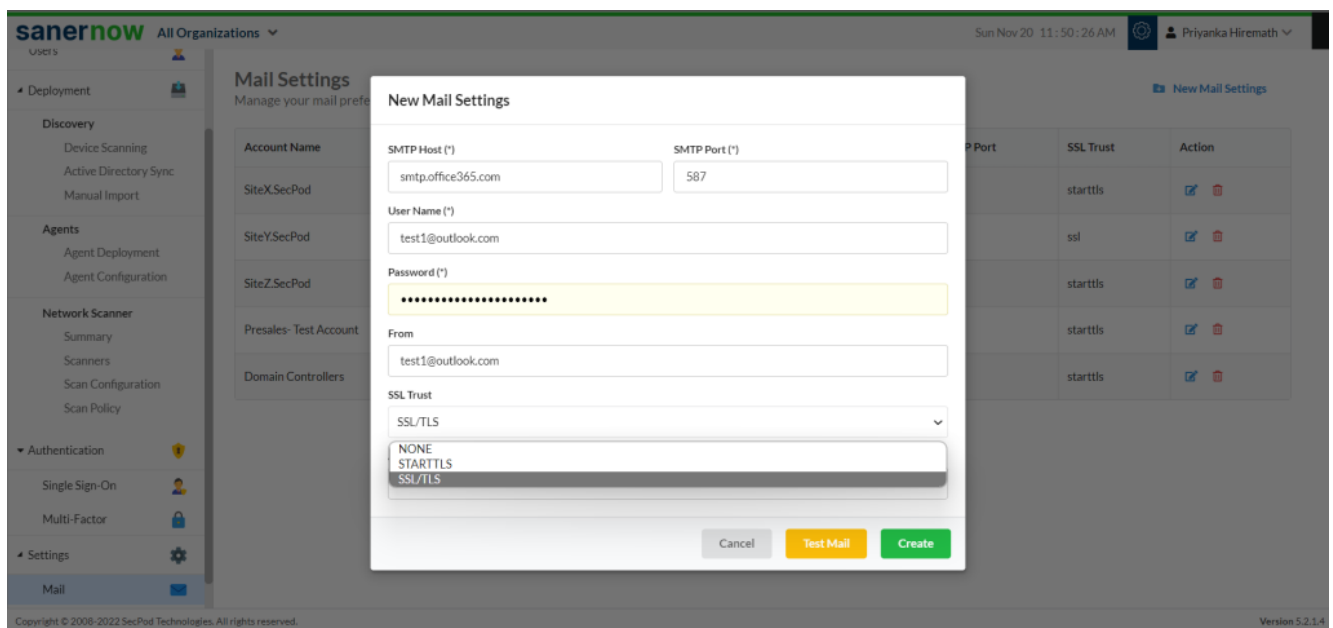


The screenshot displays the SanerNow web interface. The top header shows the SanerNow logo, 'All Organizations', the date 'Sun Nov 20 11:29:42 AM', and the user 'Priyanka Hiremath'. The left sidebar is expanded to the 'Settings' section, with 'Mail' selected. The main content area is titled 'Mail Settings' with the subtitle 'Manage your mail preferences.' and a 'New Mail Settings' button. Below this is a table listing existing mail configurations.

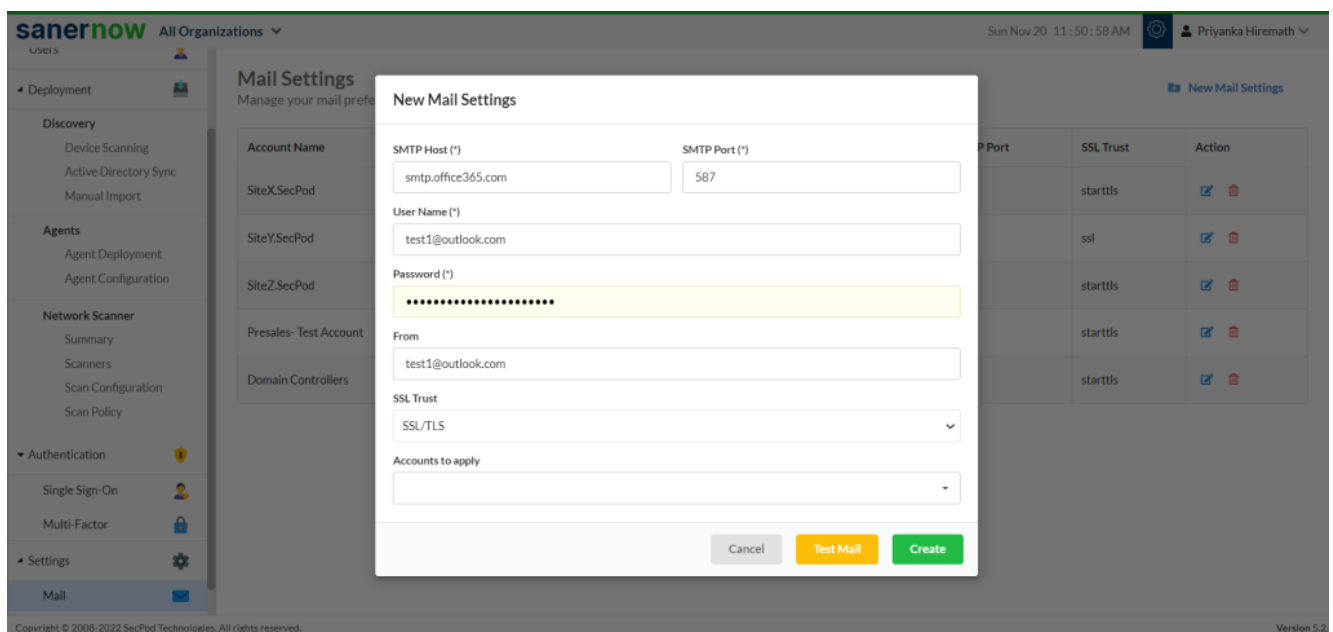
| Account Name | User Name | SMTP Host | SMTP Port | SSL Trust | Action |
|------------------------|-------------------------|--------------------|-----------|-----------|---|
| SiteX.SecPod | newtest3063@outlook.com | smtp.office365.com | 587 | starttls | Edit Delete |
| SiteY.SecPod | secpodtest@gmail.com | smtp.gmail.com | 465 | ssl | Edit Delete |
| SiteZ.SecPod | nagarajs@secpod.com | smtp.office365.com | 587 | starttls | Edit Delete |
| Presales- Test Account | nagarajs@secpod.com | smtp.office365.com | 587 | starttls | Edit Delete |
| Domain Controllers | nagarajs@secpod.com | smtp.office365.com | 587 | starttls | Edit Delete |

Copyright © 2008-2022 SecPod Technologies. All rights reserved. Version 5.2.1.4

2. Click on **New Mail Settings** and fill up all the mail setting details: SMTP host, SMTP port, username, password, form, SSL trust, and organization to apply.



3. You can verify by sending a Test Mail or click on **Create**.



4. You can also update the mail settings and manage your mail preferences. Fill up all the details in the **New mail Settings** window and click on **Update**.

Now you can easily send the reports to configured emails from report dashboard.