

Setting up Email in an Orixia App

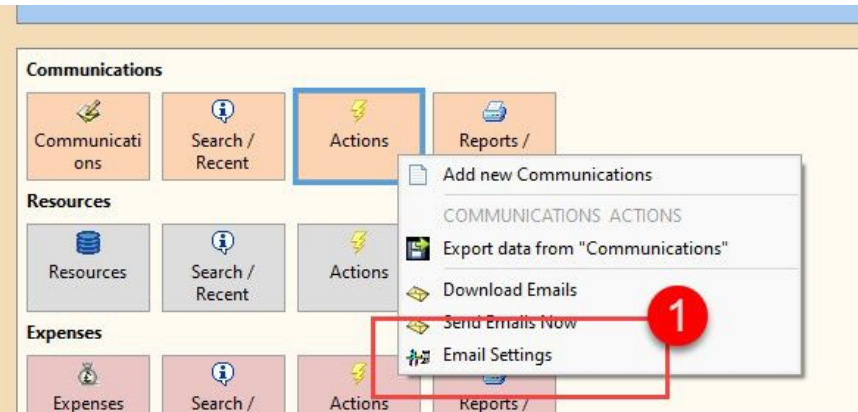
Various processes within an Orixia App can generate automated email processes. When these emails are produced the emails are created as data stored in the Orixia database, and then Orixia converts this data into email data to send using your computer's ISP (Internet Service Provider). For this to work Orixia needs to be supplied with the Email Details for your computer. How this is set up and works is shown below.

Note that you can read more background and technical material relating to using email-systems in Orixia at this link:

[Orixia Automated Email Systems](#)

Email Settings for Out-bound emails

Most Orixia App processes **send** emails, rather than receiving them. It is perfectly possible to set Orixia to receive emails, but this article covers sending them. This is done using "SMTP", and sends data using the email server supplied by your ISP.



Accessing Email Settings

To set up or alter the settings for your email system from within your App, find the "Communications" Entity, click on Actions and then select "Email Settings."

A screenshot of the 'Set your email settings' form in the Orixia application. The form has two tabs: 'POP3 settings' and 'SMTP settings'. The 'SMTP settings' tab is selected and highlighted with a red circle containing the number '1'. The form contains several input fields: 'Outgoing Mail Server (SMTP)' with the value 'smtp', 'Port' with the value '587', 'Authentication Type' with a dropdown menu set to 'None', 'Email Address' with a partially visible email address, and 'Password' with a masked password. A red circle with the number '2' is placed over the 'Email Address' field. At the bottom right of the form is a 'Save' button, which is highlighted with a red circle containing the number '3'. Below the main form, there are sections for 'Download Directory' and 'Upload Directory', each with a text input field and a 'Pick' button. The 'Download Directory' field contains 'c:\Work\EmailDownloads' and the 'Upload Directory' field contains 'c:\Work\EmailUploads'. At the bottom left of the form is a small icon of a stylized face.

Editing Email Settings

Once the Email Settings form is open:

1. Click on the SMTP Settings heading
2. Enter your email settings, this contains 5 fields
"Outgoing server:" which is usually something like "smtp.yourdomain.com"
The Port is usually 465 587 or 25. Your IT department may have set it to a different value in other cases.
Authentication type can be: None, Default, Secured.
(Most modern systems use the "Secured" (SASL) settings, so AuthenticationType should be set to "SASL").
3. Click "Save" to save the settings.

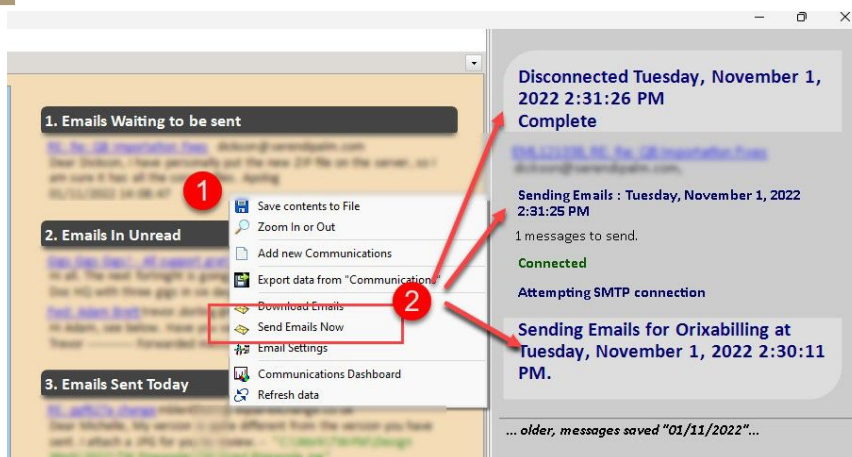
Bad News

Orixa cannot predict which of the above settings to use, for example we cannot know whether to enter 465 or 587 or 25 as your Port Number. It is only possible to check this by trial and error, or by getting this information from the person who administers your email systems. If you are unsure search for information on setting up "SMTP email with ..." adding the name of your ISP.

Sending Emails that have been created

There are a few ways you can access the "Send emails" command in your Orixa App.

1. Often the command will have been added to an Edit-Form that is part of the email process. In such a case, find the "Send Email" option from the Edit-Form's Actions (lightning Bolt) menu.
2. Within the "Communications" Entity, above the "Email Settings" action (shown in the "Accessing Email Settings" image above) there is a "Send Emails Now" action, clicking this will send emails.
3. If your Orixa App includes an "Email Viewer" Dashboard, then you can right-click on this and access the Communications Actions Menu, as shown in the image below.



Send Emails from "Email Viewer" Dashboard

The above image also shows how Orixa gives user-updates as the email process occurs. The Application Message Log opens, and displays messages detailing what it is doing. The emails which have been sent are shown as linkable-links, so the user can open them if needed.