

Email Account Configuration

Artsystem5

A5 EMAIL FEATURE

Artsystem5 can send email using any existing email account that allows SMTP (simple mail transfer protocol) relay service. An email account can be setup as a global account, allowing all users to send emails from a common address, or on an individual user basis, with just a few simple steps.

Prior to configuring email in Artsystem5, the following pieces of information should be obtained directly from the email service provider for each email account that will be set up:

- Outgoing mail (SMTP) server
- Outgoing mail (SMTP) port number
- Secure authentication required?
- Account username
- Account password

In addition to gathering the account credentials above, it is useful to verify that the email service provider allows SMTP relay services, and to confirm if there are any limits on the number of messages or megabytes (MB) that can be sent using the account.

NOTE: Artsystem5 is not an email browser and the email feature can be used for outgoing (sending) mail delivery only. There is no inbox or option for incoming mail configuration.

GLOBAL EMAIL ACCOUNT

In Artsystem5, the Advanced Settings page is used to establish a default account for sending mail that is shared by all users of the database. For convenience, Artsystem5 databases include predefined fields for a generic email account `artsys5info@gmail.com`. Follow the steps outlined, and refer to the image below, to update these fields and establish the global email account.

1. Click **Settings > Advanced** in the main menu
2. Enter the outgoing mail (SMTP) server address for the email account or ISP provider
3. Enter the outgoing mail port number provided by your email account provider (typically this is 587 or 465, but some providers may designate other ports)
4. Check the *Secure Connection* checkbox to ensure the outgoing relay is sent using secure protocol (SSL or TLS) unless your provider directs otherwise
5. Enter your email account username
6. Enter your email account password
7. Enter your reply-to email address

NOTE: Some ISPs or email providers such as Office 365 require the reply email to match your account username, otherwise the sending of email will be blocked

8. Enter a BCC email address to include on all outgoing emails sent from Artsystem5, so that you may have a copy of the email in your own email browser
9. Enter the From name
10. Enter the street address, city and country information
11. Click **Close** and then **Save** at the prompt

The screenshot shows a web-based configuration interface for email settings. At the top, there is a navigation bar with various icons. The main content area is titled "Email Settings" and contains the following fields:

- Outgoing Email Server: (with a subtext: *e.g. smtp-server.my-ISP.net*)
- Port Number: Secure Connection
- Account User Name:
- Account Password:
- Reply-to Email Address:
- BCC Address:
- From Name:
- Street Address Line 1:
- City:
- Country:

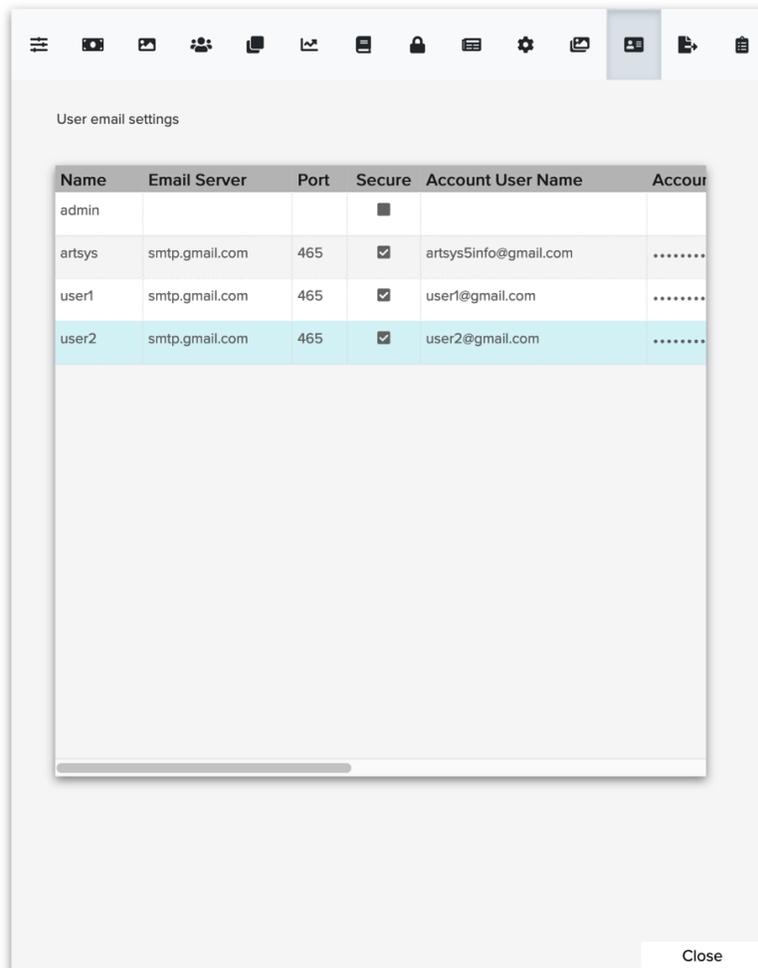
Below the "Email Settings" section is the "Verisart Settings" section, which includes a checkbox for "Enable Verisart block-chain" that is currently unchecked.

At the bottom of the form is a button labeled "Clear A5 Cookies". In the bottom right corner of the window, there is a "Close" button.

INDIVIDUAL EMAIL ACCOUNTS

Individual user accounts are first set up within Arsystem5 Security Settings. Each user with a security profile account login will also have an associated entry in the **Settings > User Details** page. Within this settings page, individual email accounts are configured following the same protocol as global email setup above. When an individual user is logged in to Arsystem5, sent emails will use the account configuration under User Details if one exists, otherwise emails will be sent using the global credentials that have been stored in the Advanced settings page.

1. Click **Settings > User Details** in the main menu, and complete the items below for each user
2. Enter the outgoing mail (SMTP) server address for the email account or ISP provider
3. Enter the outgoing mail port number provided by your email account provider
4. Check the *Secure Connection* checkbox to ensure the outgoing relay is sent using secure protocol (SSL or TLS) unless your provider directs otherwise
5. Enter your email account username
6. Enter your email account password
7. Enter your reply-to email address
8. Enter a BCC email address to include on all outgoing emails sent from Arsystem5
9. Click **Close** and then **Save** at the prompt

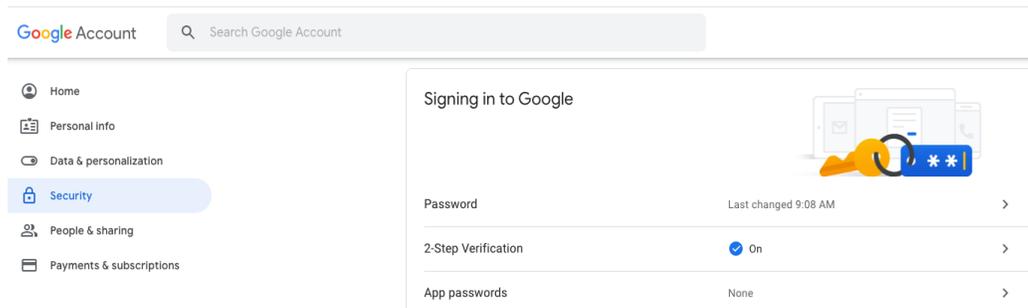


EMAIL ACCOUNT

An app password will be used to setup the Gmail account settings in Artsystem5. An App password is a passcode that is generated by Google to grant access to your Gmail account to third-party applications. App passwords are only available with 2-Step Verification enabled to ensure an added layer of security to your Gmail account. Follow the steps below to setup your Gmail account with 2-Step Verification and the ability to generate app passwords.

Note: Please have your mobile phone available as it is needed to register your number with Google during 2-Step Verification setup.

1. Sign-in to your Google Account <https://www.myaccount.google.com>
2. On the left navigation panel, choose *Security*
3. In the 'Signing into Google' panel, click to enable **2-Step Verification**
4. Click **Get Started**
5. Follow the steps on the screen
6. In the left navigation panel, return to *Security*
7. App passwords will now be an option under the 'Signing into Google' panel
8. Click on the **App passwords** option



9. Sign in again at the prompt to authenticate
10. In the 'App passwords' wizard, using the **Select app** dropdown select **Other (Custom Name)**

← App passwords

App passwords let you sign in to your Google Account from apps on devices that don't support 2-Step Verification. You'll only need to enter it once so you don't need to remember it. [Learn more](#)

You don't have any app passwords.

Select the app and device you want to generate the app password for.

Select app

Mail

Calendar

Contacts

YouTube

Other (*Custom name*)

Select device ▼

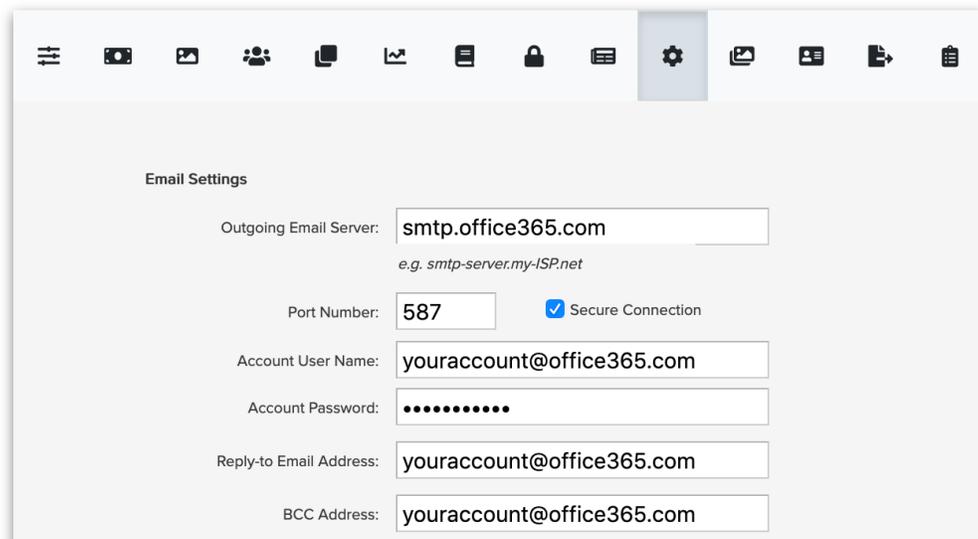
GENERATE

11. In the text field that appears, enter an app custom name: **Artsystem5**
12. Click **Generate** button to create the app password
13. A Generated App Password window will display with the new app password in a yellow banner
14. Copy the password to enter into the Artsystem5 email Account Password field
15. Login to Artsystem5
16. Navigate to **Settings > Advanced** or **Settings > User Details** depending on if you are entering a global email for the app or an individual email account as described above
17. Follow the steps under 'Global Email Account' above using your Gmail email address as account username and the generated app password as the account password
18. Enter port 587 and click to check the *Secure checkbox*
19. Fill out any remaining fields as described above
20. Send a test email to an email address you can monitor to be sure the setup is successful

MS OFFICE 365 EMAIL ACCOUNT

Artsystem5 is capable of sending mail using accounts from Microsoft 365 or Office 365. Before configuring these options below, verify that SMTP AUTH protocol is enabled for the mailbox being used. If your account uses Microsoft Security Defaults, or multi-factor authentication (MFA), then outgoing email cannot be sent. Microsoft imposes limitations on the number of messages per minute and the number of recipients per day. Please refer to Microsoft Support Docs for details and best practices.

1. Click **Settings > Advanced** in the main menu
2. Enter the outgoing mail (SMTP) server address **smtp.office365.com**
3. Enter the outgoing mail port number **587**
4. **Check** the *Secure Connection* checkbox to ensure the email is sent using **TLS**
5. Enter your **full Office365 email address** for the *Account User Name*
6. Enter your Office 365 account password
7. Enter your **full Office365 email address** for the *Reply-to Email Address*
NOTE: Office 365 requires the reply email to match your account username, otherwise the sending of email will be blocked
8. Enter a BCC email address to include on all outgoing emails sent from Artsystem5, so that you may have a copy of the email in your own email browser
9. Enter the From name
10. Enter the street address, city and country information
11. Click **Close** and then **Save** at the prompt



The screenshot displays the 'Email Settings' configuration interface. At the top, there is a navigation bar with various icons, including a gear icon for settings. Below the navigation bar, the 'Email Settings' section contains the following fields and options:

- Outgoing Email Server:** A text input field containing 'smtp.office365.com'. Below it, a smaller text field shows the example 'e.g. smtp-server.my-ISP.net'.
- Port Number:** A text input field containing '587'.
- Secure Connection:** A checkbox labeled 'Secure Connection' which is checked.
- Account User Name:** A text input field containing 'youraccount@office365.com'.
- Account Password:** A text input field with masked characters represented by dots.
- Reply-to Email Address:** A text input field containing 'youraccount@office365.com'.
- BCC Address:** A text input field containing 'youraccount@office365.com'.

FOR FURTHER ASSISTANCE, PLEASE CONTACT ARTSYSTEMS SUPPORT
BY PHONE 212-620-5500 x2
support@artsystems.com