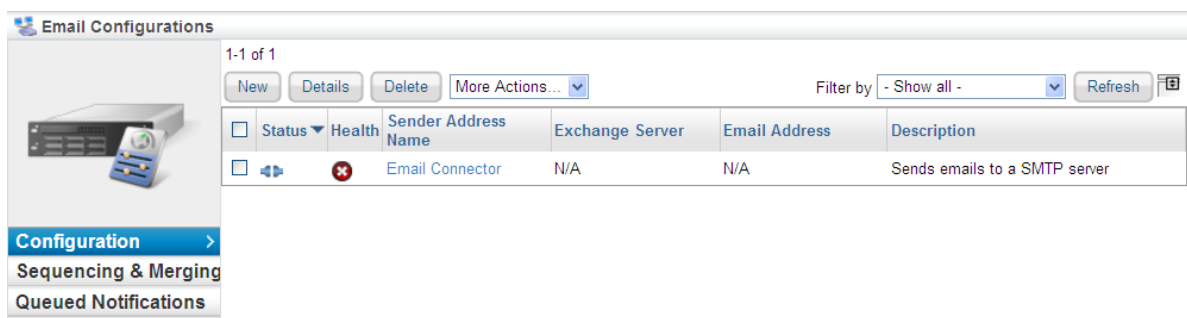


Configuring Email Accounts to Send Notifications

The default email configuration sends notifications to a local SMTP service for email distribution. With default email configuration, all notifications are sent out using one email address. You can add multiple email configurations to send out notifications from more than one email account. You might do this for users tasked with the administration of RiskVision objects, such as assessments, findings, incidents, and tickets so that stakeholders can directly reach out to those users. Once you configure multiple email configurations, the email addresses are available for selection in the **Sender Email Account** field of email templates to send out notifications using different email addresses. If no sender account is selected in the email template, the notifications are sent out using the default email configuration.

To set up the email configuration:

1. In the **RiskVision Administration** application, go to **Administration > Notifications**, and click the **Configuration** tab. The default notification sender account is displayed.



2. Select the default notification sender account to open the sender account or click **New** to add a sender account.

Email Configuration
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SMTP server integration

Sender Address Name*

Description

Host name

IP address

Secure transport Yes No

Port*

Login (if required)

Password (if required)

Confirm password

Email addresses

Sender email (optional)*

Return email (optional)

Test Configuration

Email address

i * The sender email address is used only when there is no login ID. Otherwise the login ID is Used.

3. Enter the following fields to update the configuration:

- **Sender Address Name.** Enter the sender's name using which you will want to send the email notifications.
- **Description.** Any additional information to help understand the use of exchange server.
- **Host Name.** Enter the fully qualified Domain Name of the SMTP host.
- **IP address.** Enter the IP address of the SMTP host
- **Secure transport.** Choose Yes or No.
- **Port.** Enter the SMTP listening port (default value is 25).
- **Login (if required).** Enter the username for SMTP service if the service requires authentication. By default, the email configuration uses the Login ID entered here to send out notifications.
- **Password (if required).** Enter the password if the SMTP service requires authentication.
- **Confirm password.** Enter the password again for confirmation.
- **Sender email (optional).** Enter an email address using which you will want to send the email notifications rather than using the Login ID.
- **Return email (optional).** Enter the email address where you want to receive email replies.

4. To test the configuration, enter a valid email Id in the Email address field, and click **Send test email**. If the configuration entered is correct, you will receive an email notification.
5. Click **OK** to save and exit the dialog.