

# Adding Email Server Settings to Mautic

Mautic allows you to configure email server settings to send emails efficiently. Follow these steps to add email server settings:

- 1. Log in to Mautic:**
  - Open your web browser and navigate to your Mautic instance.
  - Log in using your administrator credentials.
- 2. Access Configuration Settings:**
  - Once logged in, click on the "Settings" gear icon located in the top right corner.
  - From the dropdown menu, select "Configuration".
- 3. Navigate to Email Settings:**
  - In the Configuration menu, select "Email Settings" from the left-hand sidebar.
- 4. Choose Email Service:**
  - Under the Email Settings section, you'll see options for various email services such as SMTP, Amazon SES, SendGrid, etc. Choose the appropriate service according to your preference or requirement.
  - For this guide, we'll focus on setting up SMTP, which is a common choice.
- 5. Configure SMTP Settings:**
  - Select "SMTP" from the list of email services.
  - Fill in the SMTP server details provided by your email service provider or your IT department. This typically includes:
    - SMTP Hostname: The address of your SMTP server (e.g., smtp.example.com).
    - SMTP Port: The port number used for SMTP communication (e.g., 587 for TLS).
    - SMTP Encryption: Select the appropriate encryption method (e.g., None, SSL, TLS).
    - SMTP Authentication: Enable this option if your SMTP server requires authentication.
    - SMTP Username/Password: Enter the credentials for authenticating with the SMTP server.
    - Sender Email Address: The email address from which emails will be sent.
    - Sender Name: The name associated with the sender's email address.
- 6. Test Connection:**
  - After filling in the SMTP details, click on the "Test Connection" button to ensure that Mautic can successfully connect to your SMTP server.
  - If the connection is successful, you'll receive a confirmation message. If not, double-check your SMTP settings for any errors.
- 7. Save Settings:**
  - Once the connection test is successful, click on the "Save & Close" button to save your email server settings.
- 8. Verify Email Sending:**
  - To verify that your email server settings are working correctly, you can send a test email to yourself or another email address.
  - Navigate to "Channels" > "Emails" and create a new email campaign or test email.
  - Send the email and verify that it is delivered successfully to the intended recipients.

By following these steps, you should be able to add and configure email server settings in Mautic effectively. If you encounter any issues, double-check your settings and consult with your email service provider or IT department for further assistance.