

Mail Account Settings

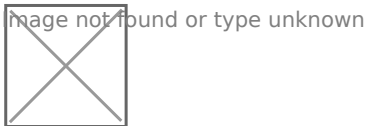
Overview

Setting up a mail account is crucial for making the most of the notifications and email templates. This account acts as the email gateway and ensures smooth and efficient communication when configured with API keys.

This document will guide you through setting up mail accounts and obtaining the credentials for your preferred email providers.

Accessing Mail Account Settings

Click on the settings icon at the bottom left-hand side of the screen, and then select the "Mail Account Settings" icon as highlighted.



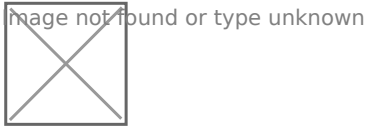
Creating New Mail Accounts

To register a new mail account, follow these steps:

1. **Create Mail Account:** Click the "Create Mail Account" button to set up a new one. This action will open a window where you can choose an email provider from the available options. Each provider listed will require you to enter an API key, except for the Despatch Cloud option.
2. **Choose Despatch Cloud:** If you are unfamiliar with the various platforms and providers, Despatch Cloud is a convenient built-in email provider that eliminates the need to enter additional credentials. You can use Despatch Cloud for your email needs without other setup steps.
3. **Enter API Credentials:** If you wish to continue with other options, you must enter their API credentials. Select one provider you currently or want to use, enter the credentials from the next page, and click the "Complete Setup" button to save your configuration. You can learn how to obtain these platforms' credentials at the bottom of this document.
4. **Test Settings:** For providers that require API keys, the setup process includes an option to test the credentials. By selecting the "Test Settings" option, you can verify if the API keys you entered are functioning correctly. After clicking the "Test Settings" button, an email will be promptly sent to your inbox using the credentials you have just provided. This feature ensures your mail account is appropriately configured and ready to send

emails.

Choose the Despatch Cloud option: If you are seeking a convenient and hassle-free setup, choose the Despatch Cloud option. This built-in provider eliminates the need for extra credentials, making it a simple choice.



Managing Existing Mail Accounts

All the details of the Mail Account Settings page are explained below:

1. Fields Explained:

- **Mail Provider:** This is the email provider for the entry.
- **Account Name:** This is the name of the mail account you provided, as displayed on our system.
- **Status:** To manage your email accounts' availability and prevent confusion, you can activate or deactivate them as needed. This ensures that only active accounts are accessible in your notification settings. Simply click the "Active/Inactive" button to toggle the account's status.
- **Notification Count:** This column indicates the number of notifications associated with this email account.
- **Actions:**
 - **Trash Bin Icon:** If you no longer require a specific mail account or want to remove unnecessary or outdated configurations, click the trash icon to delete it. A confirmation window will appear to ensure you are deleting the correct account. Once confirmed, the account will be deleted.

2. Editing Existing Accounts:

Each account is displayed as a separate entry, providing relevant details about its configuration. To change an existing mail account, click the displayed row to see the details. You will see the same window and information as when setting it up. In the opened window, you can make the necessary modifications to the API keys, which may involve entering new keys, removing existing ones, or updating them with the latest information provided by your email service provider. After making the desired changes to the API keys, save the updated information by clicking the "Save Changes" button.

Regularly update API keys: If your email service provider makes any changes or updates to your API keys, it's important to update them promptly. Keeping your API keys up to date ensures your mail account's continued functionality and reliability.

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Obtaining API Credentials

Mailgun

- **Step 1:**
 - To acquire the "Mailgun Domain" value, log in to your Mailgun account, and from the list of domains, select the one you intend to use.
 - Copy and paste the corresponding domain address into the designated "Mailgun Domain" field.
- **Step 2/4:**
 - For obtaining the "Mailgun API Key" and "Mailgun API Base URL" values, you have two options: you can either click on the desired domain, as indicated in the highlighted area, to navigate directly to the API key generation page or navigate through the left-hand bar by clicking the "Sending" tab and then proceed to the "Overview" page.
- **Step 5:**
 - Locate and copy the API section on this page to provide the required credentials.
 - Subsequently, paste these acquired values into their respective fields: "Mailgun API Key" and "Mailgun API Base URL".

If you are using a Sandbox, ensure the recipients are authorized in the [Mailgun dashboard](#).

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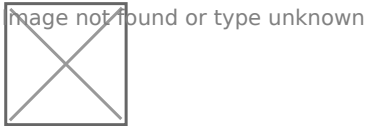


Amazon SES

To set up Amazon SES as your email provider, you must obtain the Region, Key, and Secret details. Follow these steps to complete the setup:

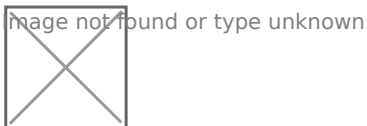
1. Log into your AWS account and ensure the selected region aligns with your intended usage. You can do this by expanding the region menu located in the top right corner of the AWS console.
2. Next, create an IAM (Identity and Access Management) user with the "AmazonSESFullAccess" policy. You can initiate this process by visiting the [IAM User Creation](#) link.
3. Follow the steps outlined in the provided GIF or instructions on the page. After successfully creating the IAM user, click the "Download .csv" option and securely store the downloaded CSV file on your computer. This CSV file contains your Key and Secret

credentials.



As the second step in setting up Amazon SES as your email provider, please follow these instructions:

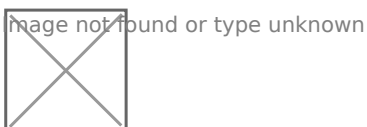
1. Go to the Amazon SES Dashboard page to initiate the "Create Identity" process, which authorizes a sender email or domain.
2. You have two identity options on the SES Dashboard: verify an entire domain or a specific sender email address. After providing all the necessary information, click the "Create Identity" button at the bottom right corner of the page.
3. After completing this step, you must validate the email address or domain. To do this, you must request production access from the SES Dashboard. To do this, click "Account dashboard" on the left-hand menu to navigate this page. You'll find the "Request production access" button at the top of this page. Click it to finalize the process.
4. While on your dashboard, you can identify your AWS region in the dropdown menu. Interact with the button at the top right corner; the selected region will be highlighted in orange. For example, it might appear as "eu-west-2." You'll use this region information for the "Region" section.
5. In the last section, you'll find an example of how to input your information. The "Name" field can be any label you prefer. Use the email address you used during the Amazon SES setup as the "Test Sender." Follow the region instructions mentioned above in the "Region" section. Retrieve the "Key" and "Secret" from the CSV file. You can test and save the connection after completing all these steps.



Brevo

To generate a new API key in Brevo, follow these steps:

1. While logged into your account, click on your name at the top-right side of the screen.
2. Click the "[SMTP & API](#)" button from the expanded user menu.
3. Click the "[API Keys](#)" tab on the left side of the screen.
4. In the "[API Keys](#)" tab, click the "Generate a new API key" button.
5. Name your API key, then click the "Generate" button.
6. Using the copy button, copy and save your API key.



Revision #5

Created 15 July 2024 10:24:00 by Despatch Cloud

Updated 16 July 2024 12:17:12 by Despatch Cloud