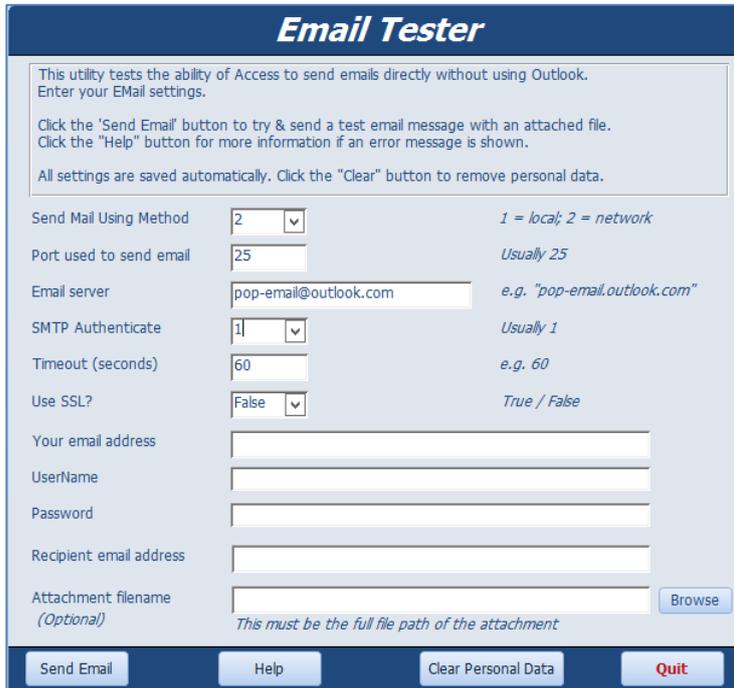


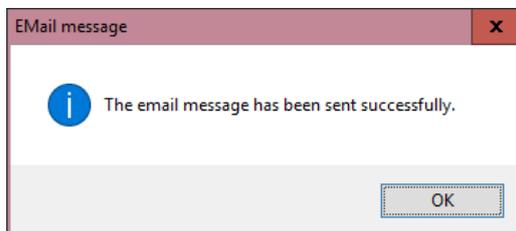
Email Settings Help File

1. Enter the email settings for your network and click **Send Email**.
An attached file is optional but all other boxes must be completed.



The screenshot shows the 'Email Tester' application window. It has a blue header with the title 'Email Tester'. Below the header is a text box containing instructions: 'This utility tests the ability of Access to send emails directly without using Outlook. Enter your EMail settings. Click the 'Send Email' button to try & send a test email message with an attached file. Click the "Help" button for more information if an error message is shown. All settings are saved automatically. Click the "Clear" button to remove personal data.' Below the instructions are several input fields and dropdown menus: 'Send Mail Using Method' (dropdown with value 2), 'Port used to send email' (text box with value 25), 'Email server' (text box with value pop-email@outlook.com), 'SMTP Authenticate' (dropdown with value 1), 'Timeout (seconds)' (text box with value 60), 'Use SSL?' (dropdown with value False), 'Your email address' (text box), 'UserName' (text box), 'Password' (text box), 'Recipient email address' (text box), and 'Attachment filename (Optional)' (text box with a 'Browse' button). At the bottom of the window are four buttons: 'Send Email', 'Help', 'Clear Personal Data', and 'Quit'.

2. If your email sends successfully you will see this message.

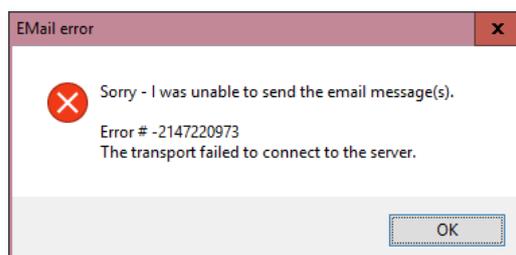


3. **Problems**

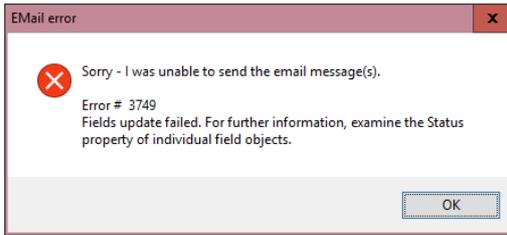
If your email cannot be sent, you will see an error message giving the reason.
The **Save Settings** button will also be disabled to prevent saving incorrect email settings

Some possible errors are shown below:

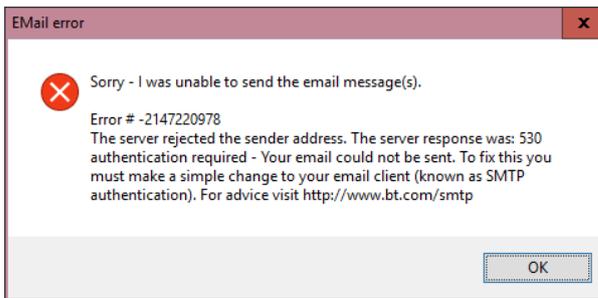
- a) Incorrect settings e.g. server address or port wrong
This is also shown if Use SSL setting is incorrect



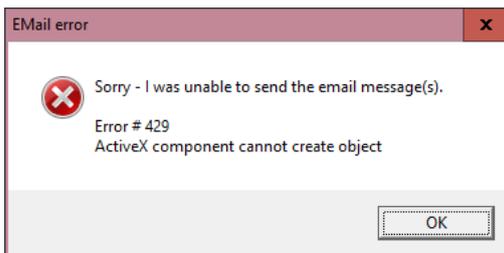
b) One or more settings have not been completed



b) SMTP Authenticate setting incorrect – try changing this from 0 to 1

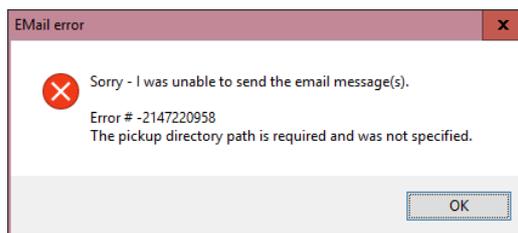


c) Required code library file “cdosys.dll” not installed or not registered

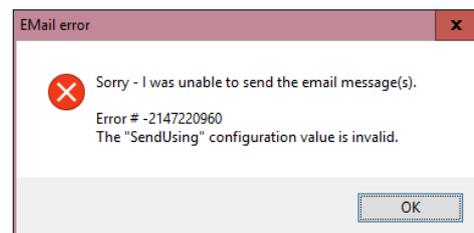


Make sure that cdosys.dll is in the c:\windows\system32 folder
Run “regsvr32 cdosys.dll” to register

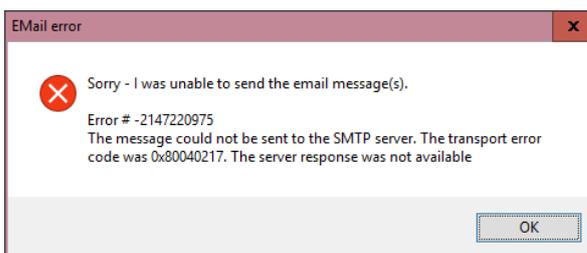
e) Send Using setting incorrect – use 1 for local machine; 2 for network



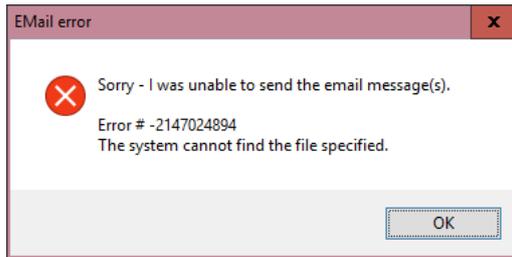
OR



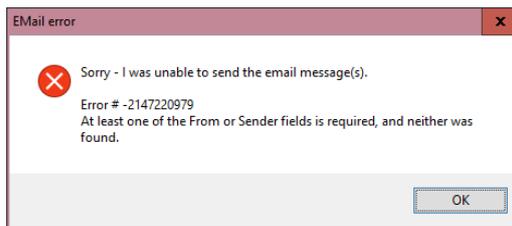
f) User Name or Password incorrect



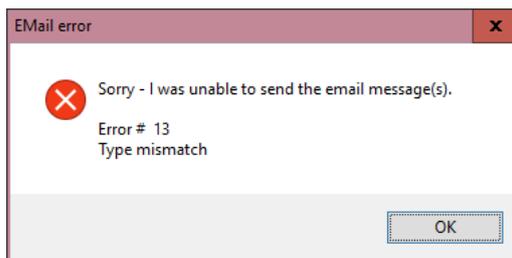
g) Attached file cannot be found (file does not exist or incorrect file path)



h) Sender's email address missing



i) Recipient's email address missing



NOTE: The program cannot test whether the sender's and/or recipient's email addresses are valid.

Correct the error(s) and try again.
When all settings are correct your email should send successfully.

NOTE:
You can clear your personal data (user name, password, email address) by clicking the button on the form.

This does NOT clear the network email settings.