

## **DataNet Quality Systems Knowledgebase**

### **How do I configure WinSPC to send external E-Mail?**

We would recommend SMTP configuration for best results when using WinSPC with external E-Mail for the following features:

- \*E-Mail Triggers for Control Test rule violations in Data Collection mode
- \*E-Mail Notifications for failures to collect data using Timed Data Collection
- \*E-Mail PDF reports directly from the preview report window
- \*E-Mail Actions in Dashboards in WinSPC 9 and above

#### Prerequisites

- \*You will need either the IP address or the Server Name of your SMTP server.
- \*Port 25 must be available on your SMTP server.

#### Steps

- 1) Log into WinSPC as the ADMIN user. (No other user can make this change).
- 2) Browse out to Tools-->System Settings...
- 3) On the E-Mail tab, select the SMTP radio button option.
- 4) Enter either the Server Name or the IP address of your SMTP server.
- 5) Enter a Default Sender E-Mail address.

NOTE: A default sender E-Mail address must be used. This is an address used for named recipients to respond to if the WinSPC User does not include an E-Mail address. Some customers who do not require responses to triggers use addresses like:

No-Reply@YourCompanyName.com

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