

Step by step

Send an email from the PIM

Step 1

Workstation settings

< -> E-mail Enter text to find OK Apply

Workstation settings

- General
- Personal Desktop
- Table editors
- Copy
- System optimization
 - Other
- HTML/XML export
 - XML export parameters
- E-mail**
- LDAP
- CARM Server
- Networksettings

You can specify settings for the sending of e-mails.

When using MAPI together with specific unicode characters some characters may be shown in a wrong way within the mail client. In this case SMTP is to be preferred.

MAPI

Use e-mail profile:

Name of profile:

Mail service password:

SMTP

Server:

Port:

Sender e-mail address:

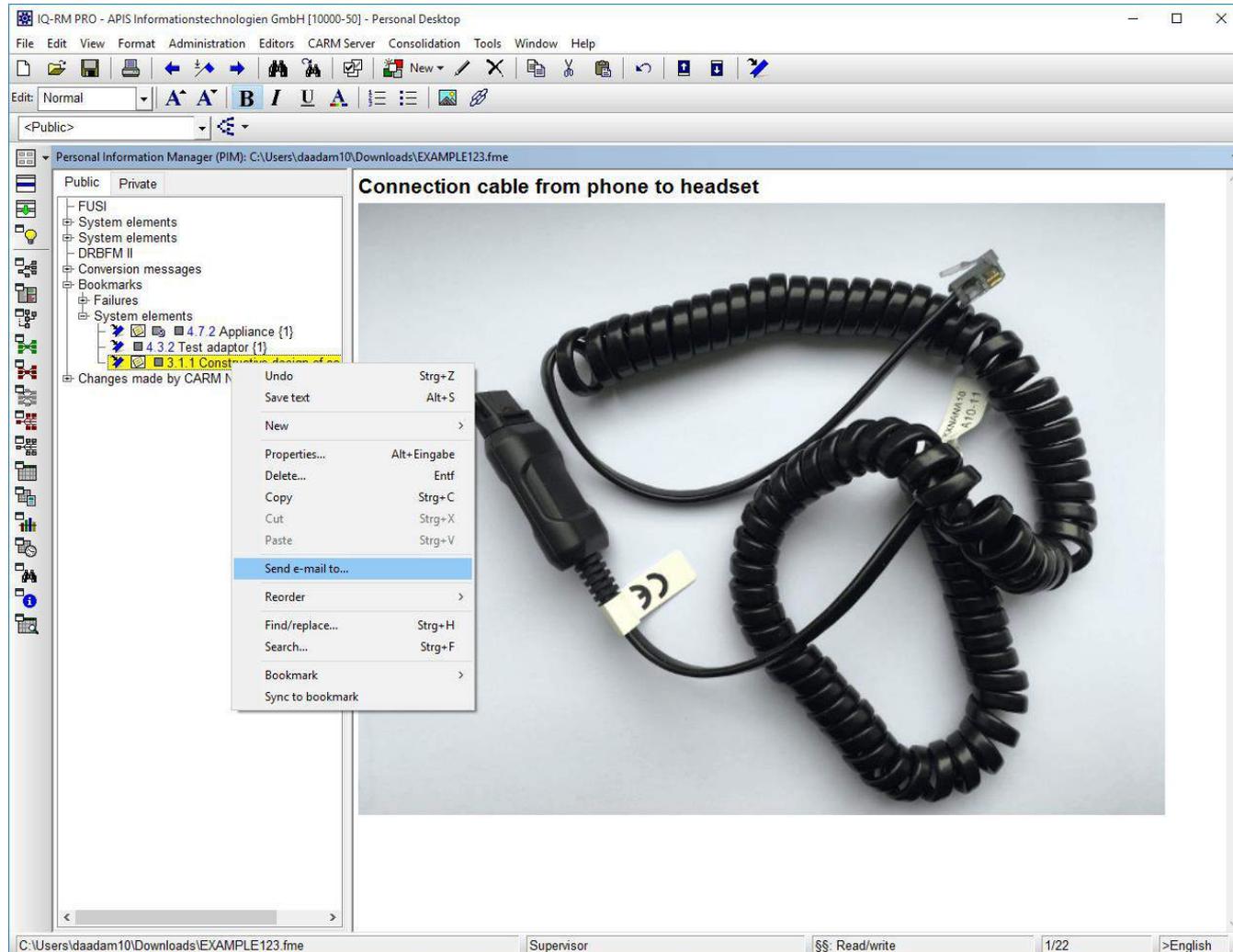
Use authentication

User:

Password:

If you haven't already set up your email in "Tools | Workstation settings | Settings | E-mail", then we advise you to do so. Using SMTP is more efficient and quicker for sending emails, especially from the PIM. You may need to acquire permission within your company to acquire the password for authentication.

Step 2



As mentioned, you can now use the PIM to store pictures and other files. With such bookmarks you can right-click and select "Send e-mail to...". Note that any command with a "... " at the end will open up a new dialog.

Step 3

Please select ×

Responsible

- Smith, Roy
- Supervisor
- Construction
- Development
- System development

Show

- Teams
- Persons
- Symbolic names
- Most recently selected persons

Here you can select the recipient(s). Clicking on a team e.g. "Development" will send an email to all persons listed in that team, as long as the recipients email addresses are entered in "Teams and persons".



Step 4

E-mail message

To:

CC:

Subject:

Attachments:

Message body:

Connection cable from phone to headset



That's it, all you have to do is press send. Isn't that wonderful?