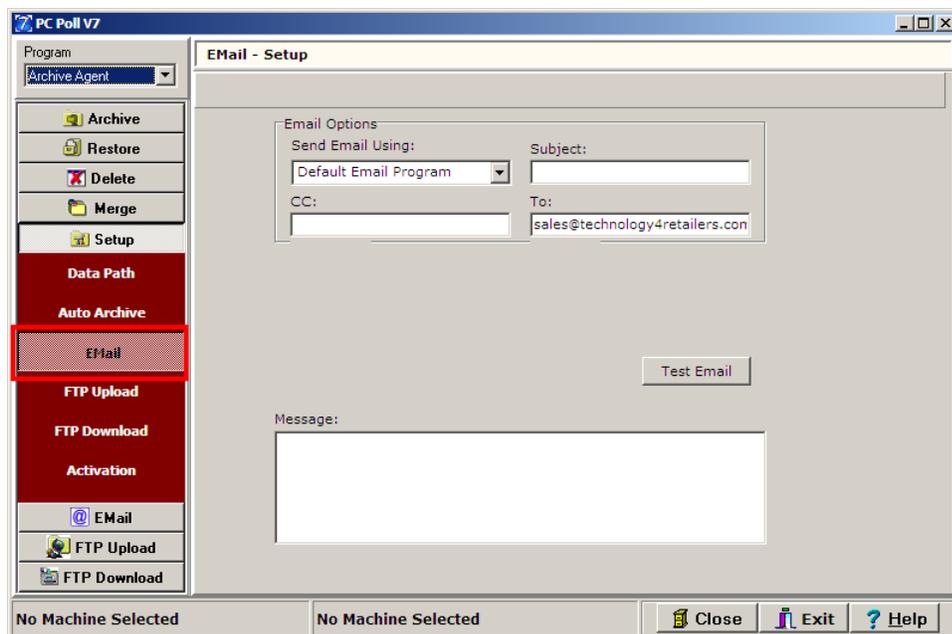


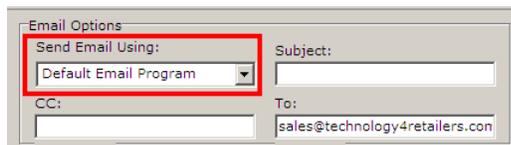
Address

E-mail Options Setup



To use V7 Archive Agent's E-mailing features, users will need to select and configure the E-mail Options area of the software. To configure the email, from the menu on the left side of the screen, click on **Setup**, and then **Email**. Users have two options for E-mailing: use their SMTP address or use their current E-mail client. Below are details about both options. Please read over this entire page before choosing which option best fits the computer's configuration. Please see also the Help Files topic **Setup Menu**.

Default E-mail Client

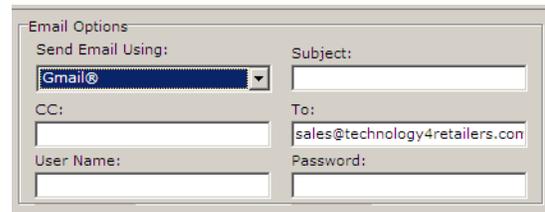
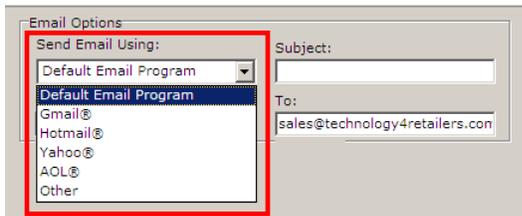


Using the Default Email Program is an easy way to use Archive Agent's e-mailing functionality. This option requires the user to have an email program such as MS Outlook, MS Outlook Express, or Mozilla ThunderBird installed on the same computer as V7 Archive Agent. When Archive Agent creates an e-mail, it will open the user's default e-mail client/program and have that program send the e-mail message. When the e-mail is actually sent out of the system depends on the configuration of the client program. Users will need to check their settings to see if the client program sends immediately when connected, checks every x minutes, etc. Please consult the Help Files that are included with the client program for more information.

Another benefit of using the default client is that the e-mail program is designed to work with firewall and proxy settings. If the computer requires proxy settings or must go through a firewall to send e-mail messages, it is recommended that the Current Default Client option be selected.

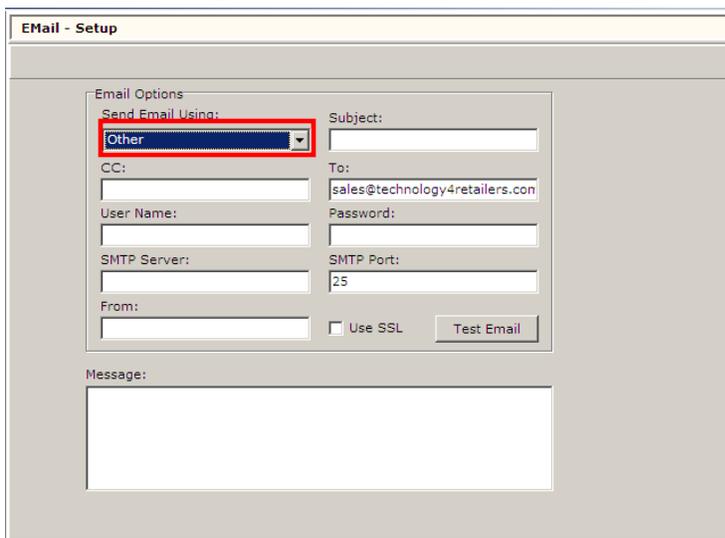
Users should note that newer versions of default clients, such as the ones listed above, do have built-in security protection features that require the user to grant V7 Archive Agent access to the e-mail program. These prompts must be clicked manually by the user. If auto e-mailing options are needed, users should select and configure the SMTP Server option detailed below.

Gmail, Hotmail, Yahoo, and AOL users



Gmail, Hotmail, Yahoo, and AOL can be chosen from the **Send Email Using** drop down menu. With one of these services picked, **User Name** and **Password** entry boxes open to allow the user to fill in those required fields. An email address can be entered in the **CC** (Carbon Copy) entry box to send the email to a second store or corporate location.

Other



If **Other** is picked for the email client program, then the SMTP Server entry box opens, which allows V7 Archive Agent to send email immediately from the software to the selected destination location. SMTP will create and send the e-mail immediately after the compressed file is created.

Enter the appropriate information in the **SMTP Port** and **From** entry boxes plus check off **Use SSL** if appropriate. Click the Test **Email** button to send a test email. The **Message** entry box can be used to send information to the receiving email address.

To find the computer's SMTP address, users can either locate the information manually or contact their network administrator or Internet service provider. One of the simplest ways to locate the address manually is to look within the default e-mail client program. In order to use a program, such as Outlook, an SMTP had to have been entered at the time the software was installed and configured. For example, using Outlook 2000 users would open the software: Select **Tools** | **Accounts** | (select an account) | **Properties**. Within Properties, there is a Servers tab and that displays a listing for Outgoing mail (SMTP). That SMTP address should be entered into V7 Archive Agent. The address may be a number or it could be text.

Example SMTP addresses:

192.168.1.27

networkexpress.net

The SMTP option requires users to be connected before attempting to send e-mail messages. If an Internet connection cannot be guaranteed, users should choose the Default Client option. The default option will create an e-mail and turn it over to the client program to send when the computer is connected to the Internet.

Users with firewall and proxy settings will need to verify that a direct SMTP address will work with their system. Please contact your network administrator if you have any questions on your computer's configuration.