

Configure, set Incoming and Outgoing Email on SharePoint 2010 - Part 1

In the tutorial article below, we will introduce you to some basic steps to set up the rules applicable to Incoming and Outgoing emails via Microsoft SharePoint 2010. Application, for example, when enabling Incoming feature SharePoint email, system members can automatically store emails and attachments that they send to addresses

TipsMake.com - In the tutorial article below, we will introduce you to some basic steps to set up the rules applicable to Incoming and Outgoing emails via Microsoft SharePoint 2010. Application, for example, when clicked Incoming Email functionality in SharePoint, system members can automatically store emails and attachments that they send to other addresses to lists or libraries without having to open SharePoint and configure, set up set up manually . Obviously, this approach will help people save time, increase productivity and eliminate some unnecessary steps. On the other hand, with **Outgoing Email** enabled, users can fully set the warning rules and apply them on relevant components in the system such as lists, libraries, documents, and documents. whether . any changes are made immediately, the system will notify the user. At the same time, the system still allows email department administrators to receive messages even though there are many serious problems.

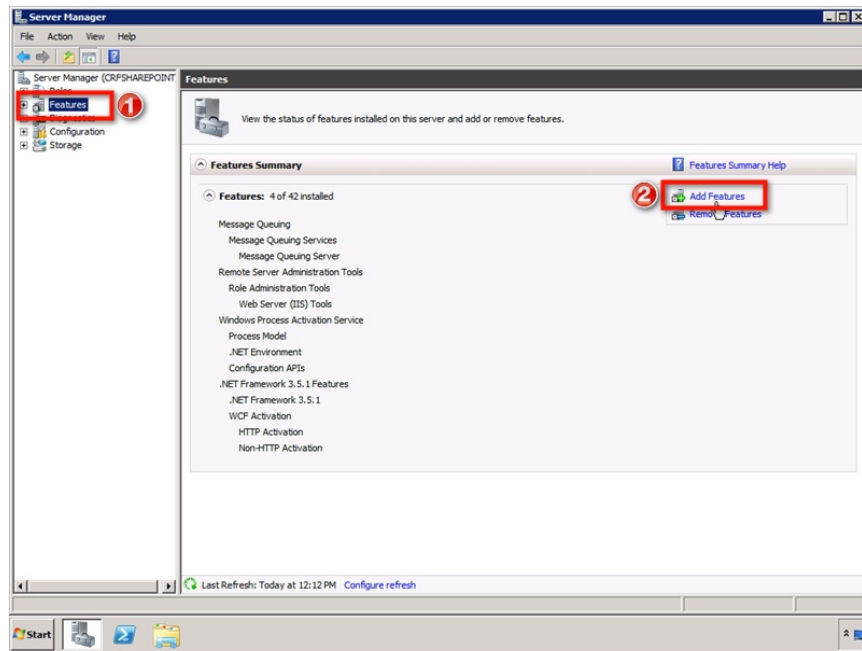
Some points to note before configuring the email system:

Before starting to work, you need to pay attention to some points:

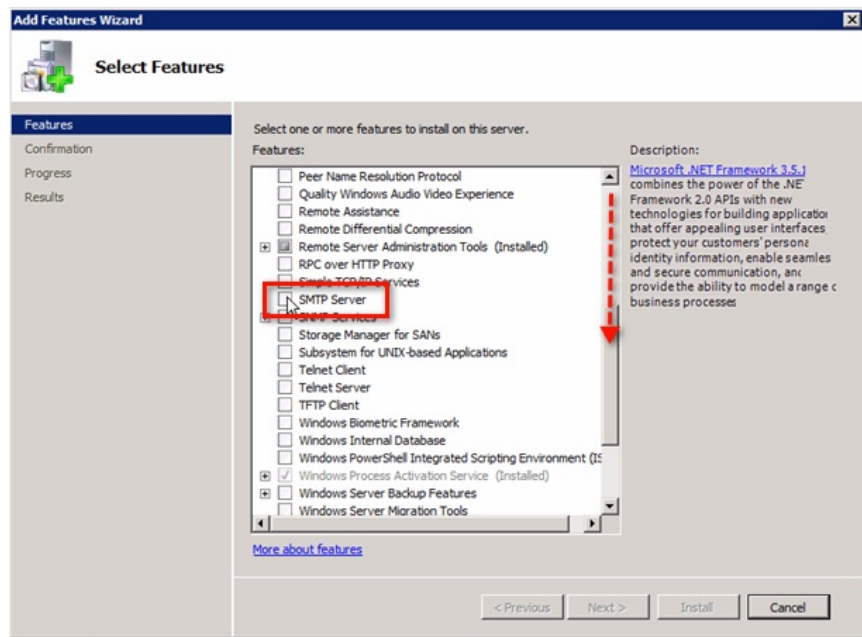
- **SharePoint 2010** with the corresponding version we are talking about in this article, has the main operating mechanism based on **SMTP** services in **Windows 2008** or **Windows 2008 R2** for **Incoming Emails** . Therefore, the corresponding service must be activated within SharePoint before doing other tasks.
- **SharePoint 2010** supports any configuration and settings from the **SMTP** service to send out **Outgoing Emails**.

Enable SMTP in SharePoint:

First, on the **SharePoint** server, open the **Server Manager** application. Next, select **Features**> **Add Features** as shown below:



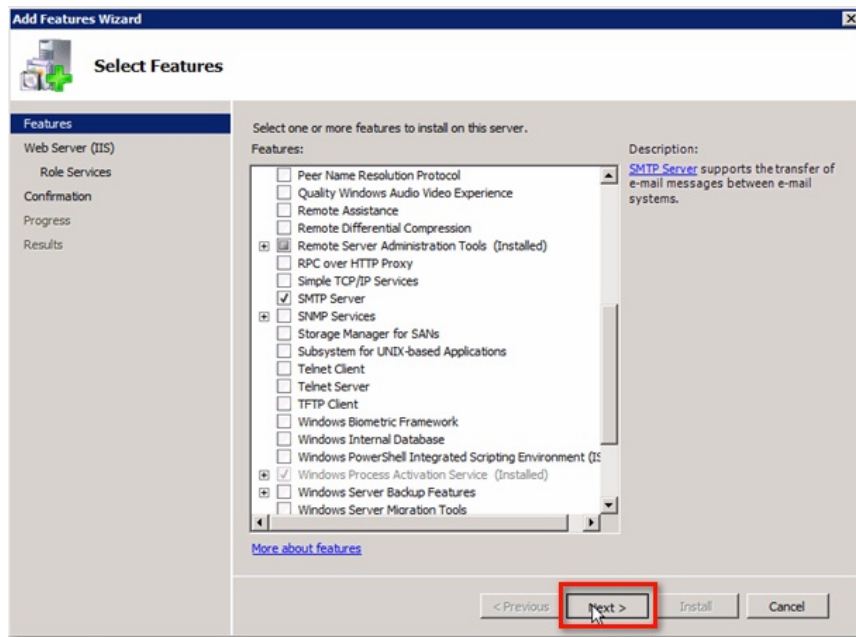
The **Add Features Wizard** starts, in the **Features** list, scroll down until you see the **SMTP Server** component :

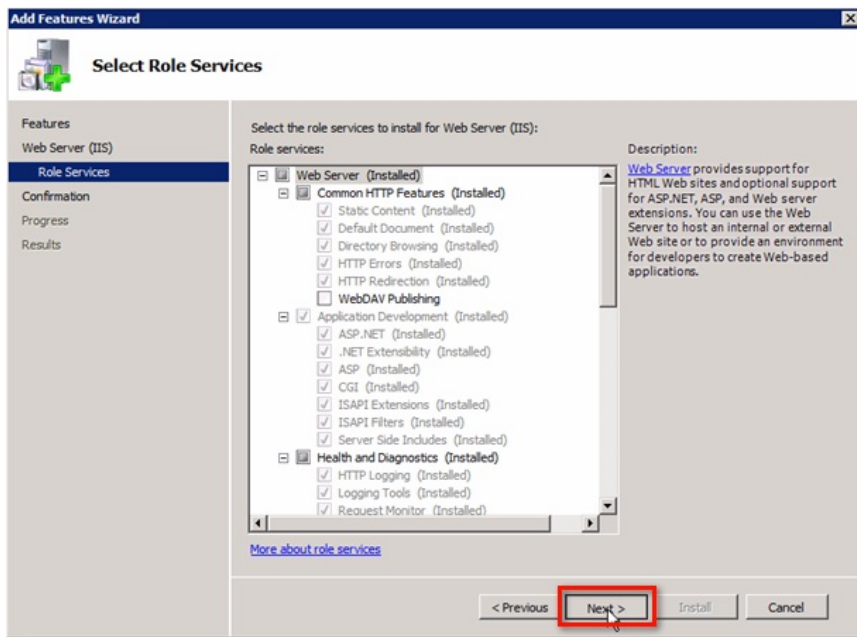
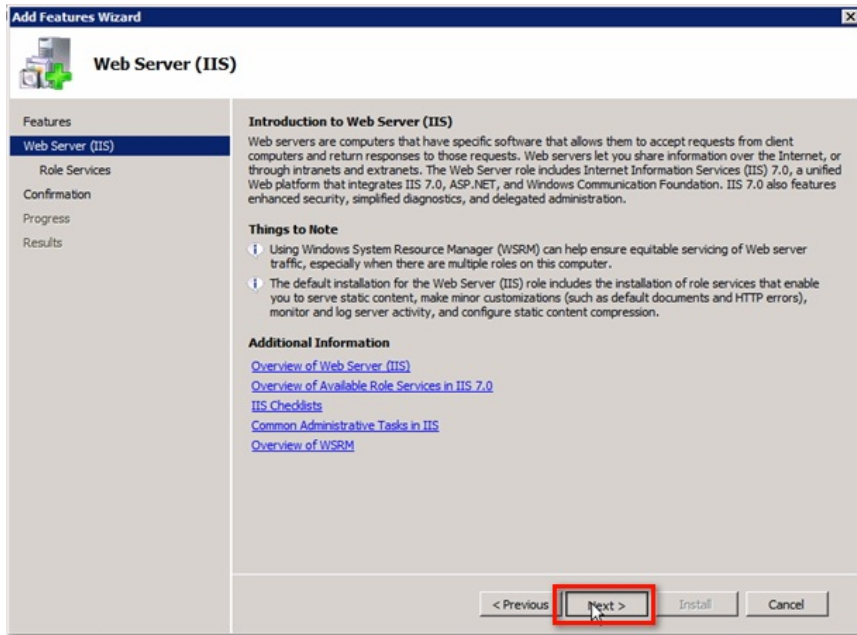


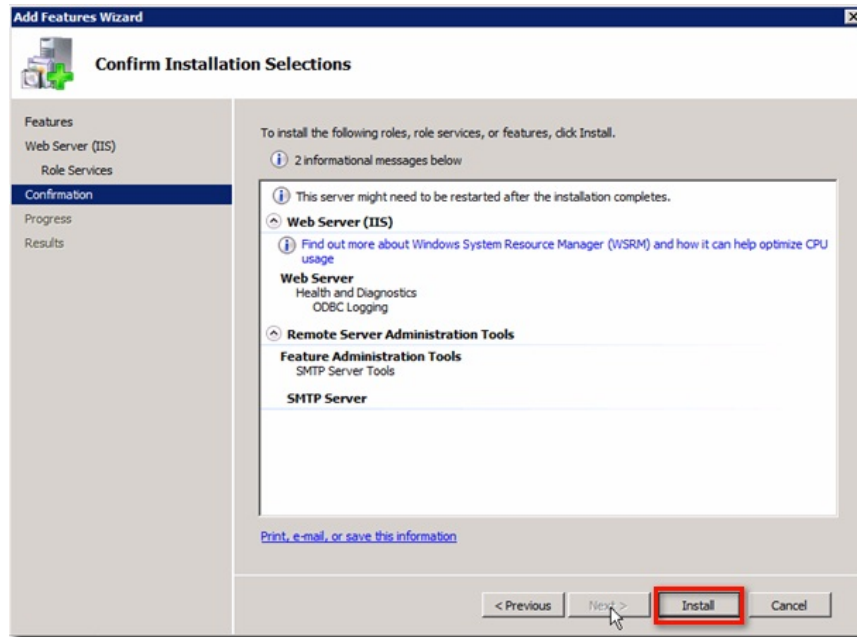
A dialog box continues to appear, asking the user if they want to assign additional role services and features required to install the **SMTP** server, click the **Add Required Role Services** button :



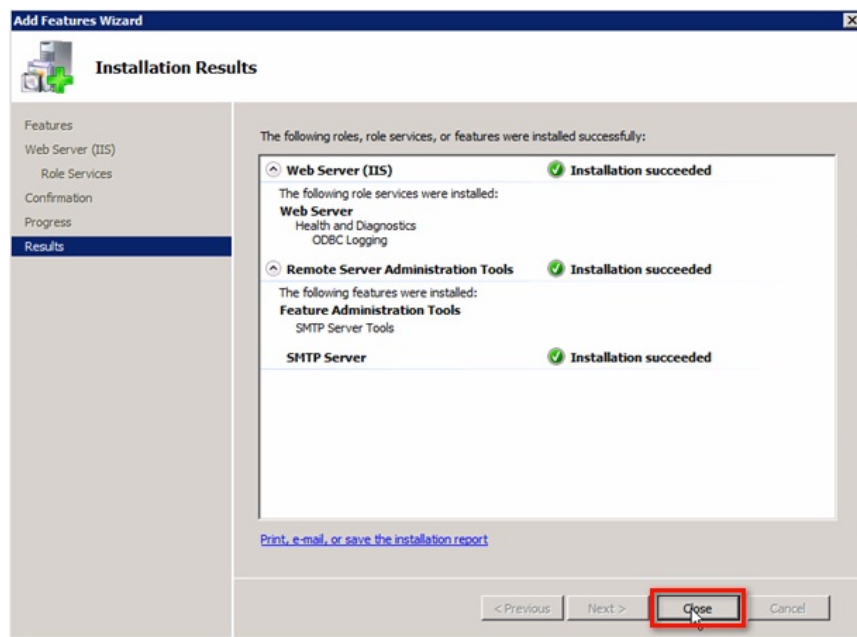
The next screen is displayed, click **Next** until the last part with the message: **Confirm Installation Selections** . Click **Install** :





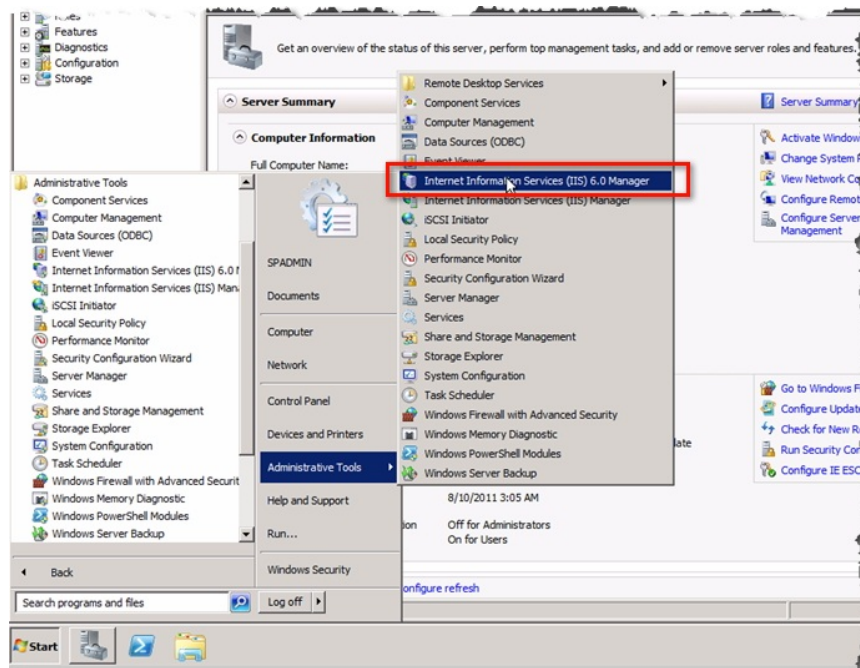


Then, click the **Close** button to end this process:

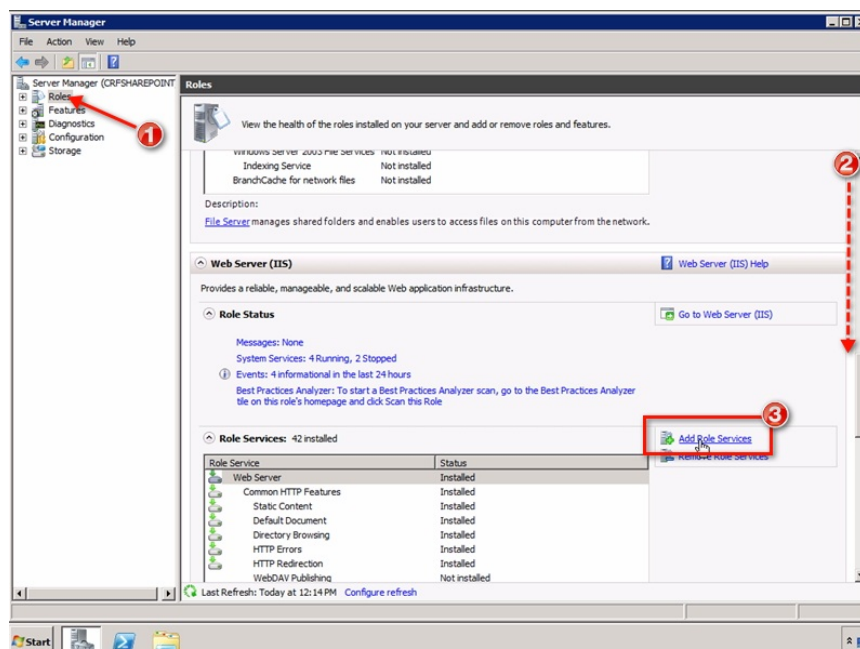


SMTP configuration using IIS 6.0 Manager:

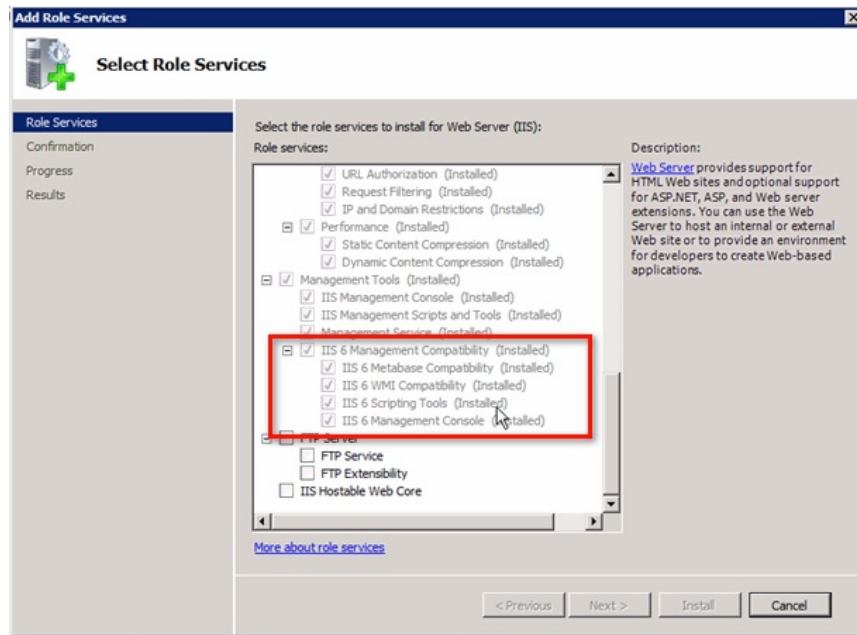
In order to be able to set up the SMTP service, you need to install **Information Services (IIS) 6.0 Management Tools** (also known as **IIS 6.0 Manager**) for your **Windows 2008 R2 Server**. If you want to check the existence of this service, open **Start > All Programs > Administrative Tools**:



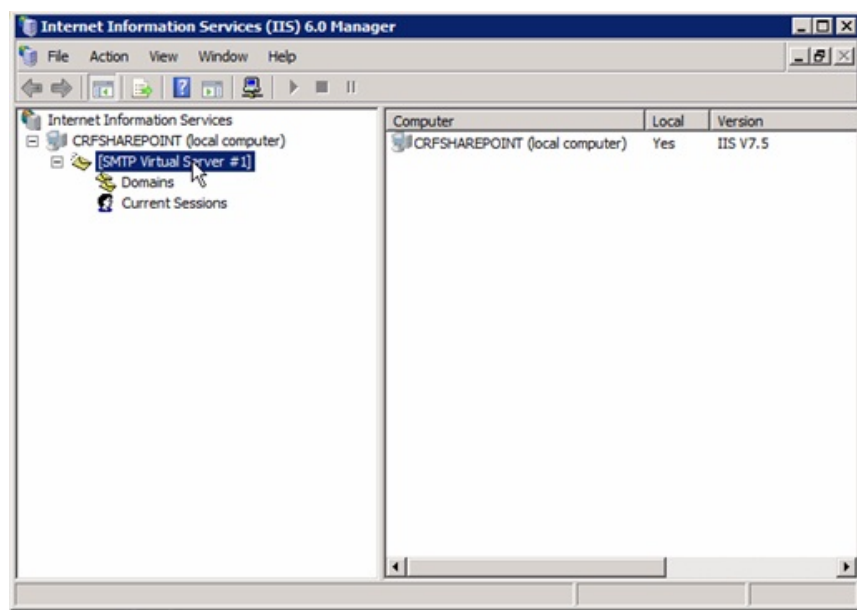
If not already installed, just open **Server Manager**, select **Roles**, scroll down to the bottom of the list until you see the **Add Role Services** link, click here:



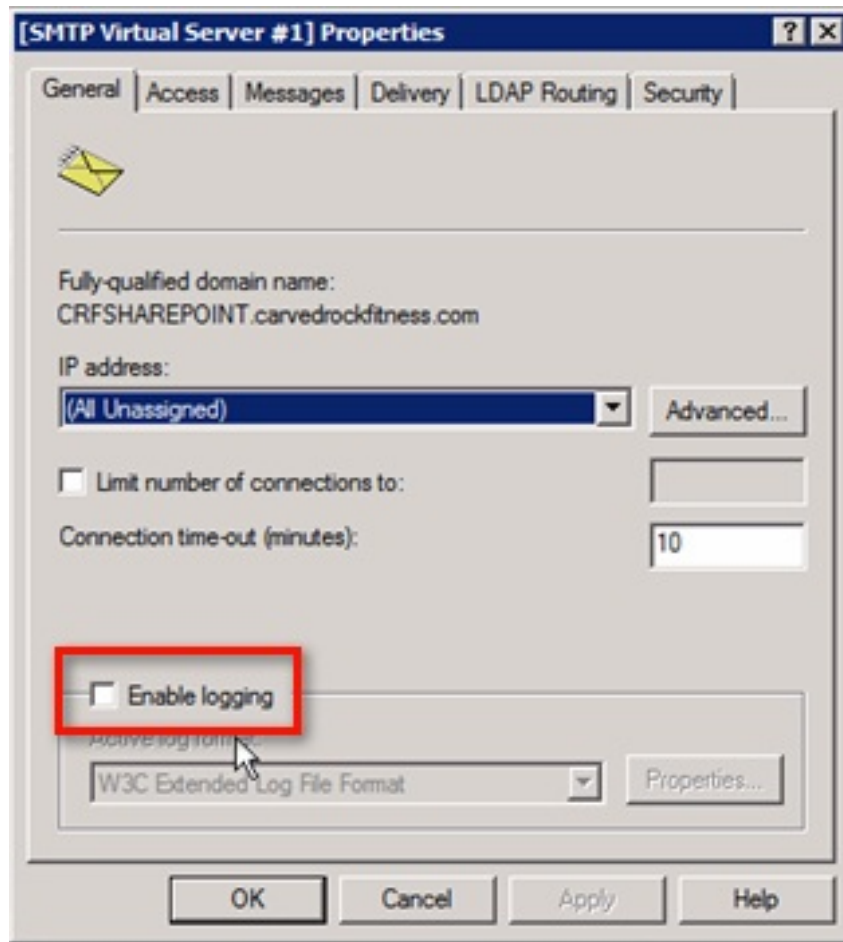
In the **Add Role Services** window, continue down to the **Role services** list until you see **IIS 6 Management Compatibility**. Select the relevant components to continue the installation, noting that at this point all those components are blurred. Because in our system **IIS 6.0 Management** is preinstalled:



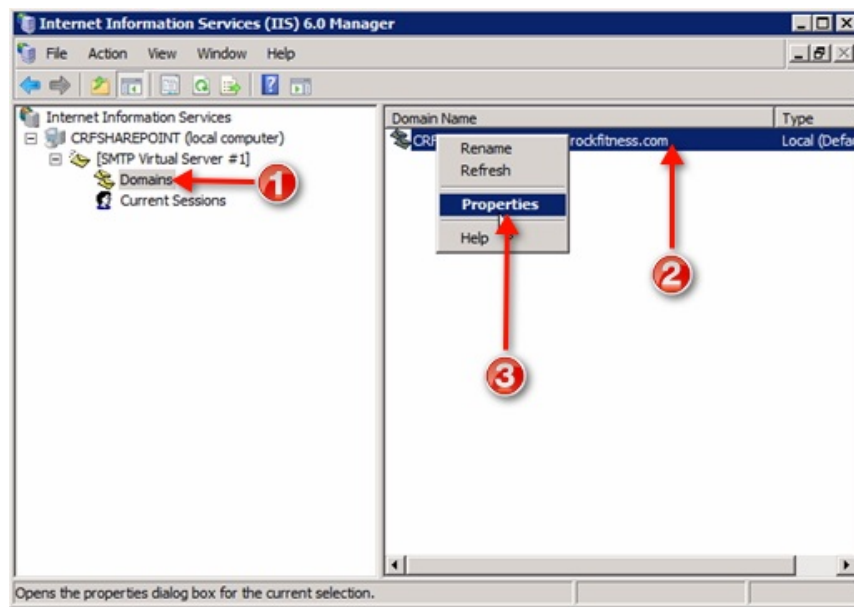
Then, we are ready to set up **SMTP** service. Start **IIS 6.0 Manager** and open **SMTP Virtual Server # 1**:



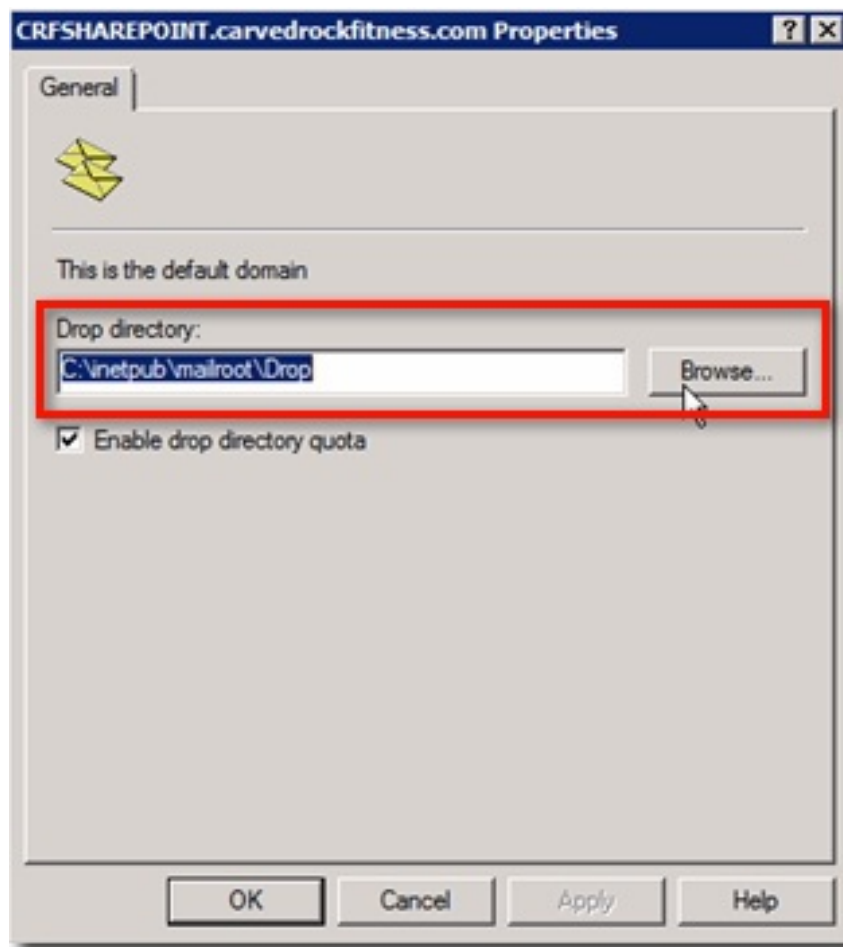
Right-click **SMPT Virtual Server # 1** and select **Properties** from the menu displayed. Next is the **SMTP** window **Virtual Server # 1 Properties** will continue to display as shown below. Most of the settings here can be stored according to the user's needs and purposes. For example, in the **General** tab, check the **Enable logging** box if you want to **resolve** the problem when a problem occurs:



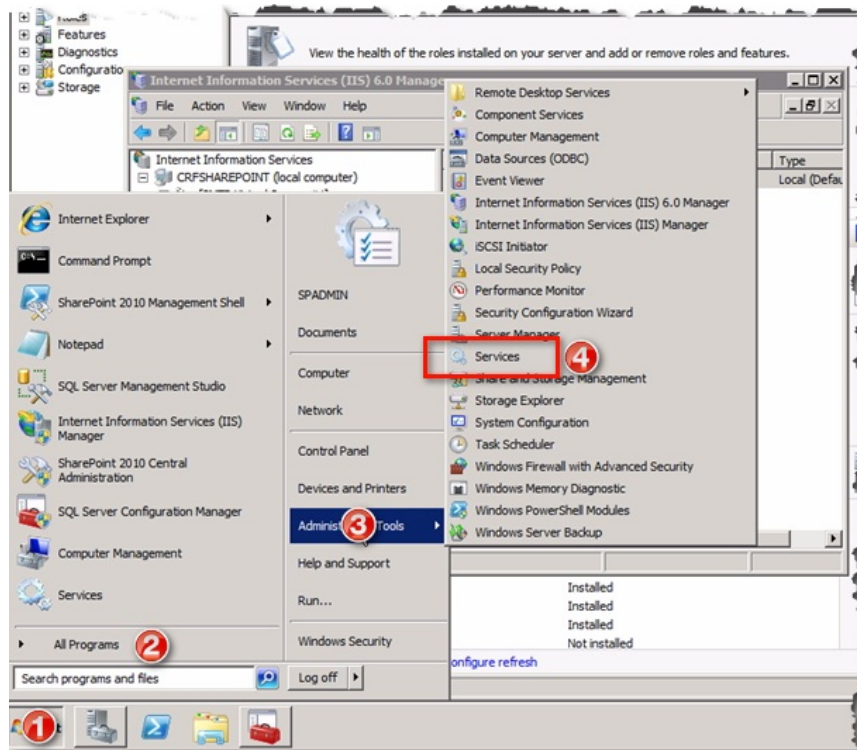
After closing the **SMTP Virtual Server # 1 Properties** , select **Next Domains** under **SMTP Virtual Server # 1** . Next, right-click on the domain of the SMTP virtual server displayed in the right window and select **Properties** :



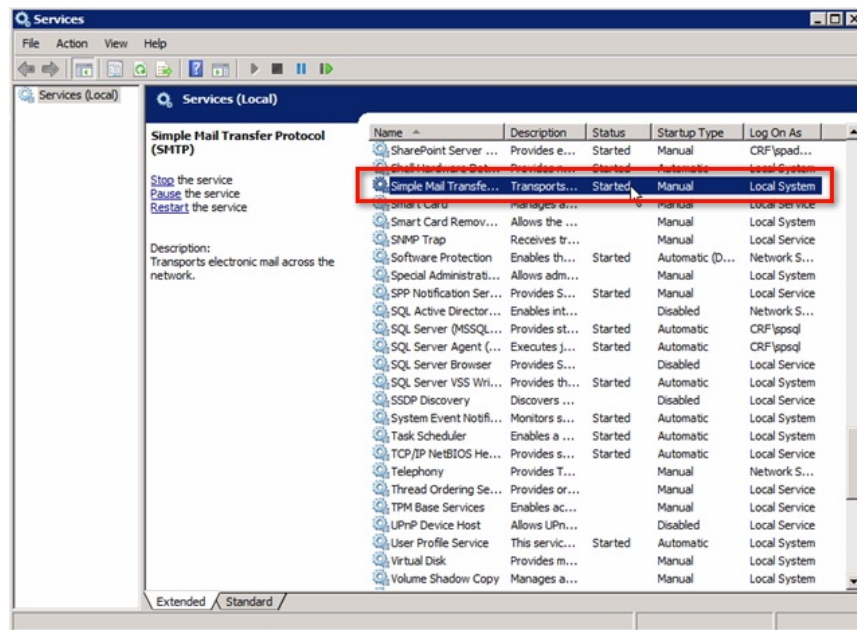
Select the appropriate path to do **Drop directory** (you can use the default option). Click **OK** :



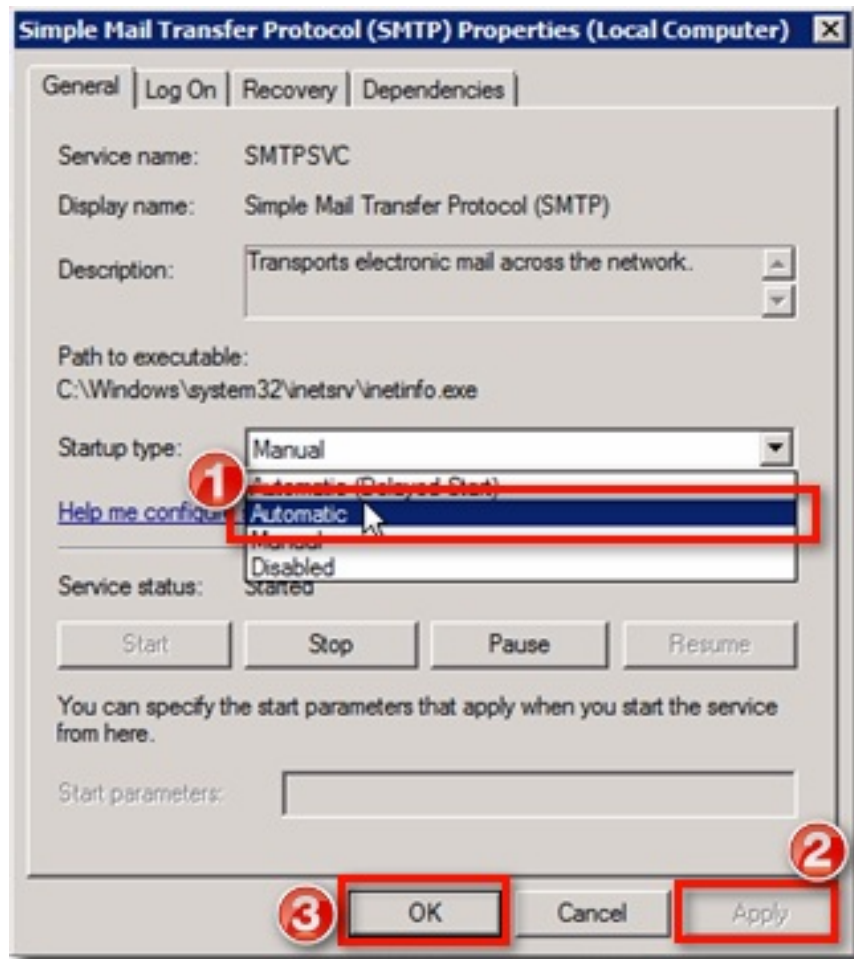
By this step, we have completed the process of setting up the **SMTP** service, the next thing to do is to ensure that the service will start automatically with the system. To do so, open the **Start menu> All Programs> Administrative Tools> Services**:



The **Services** window appears, scroll down to the bottom of the list until you see the **Simple Mail Transfer Protocol (SMTP)** list, and the option in the default **Startup Type** will be **Manual** :



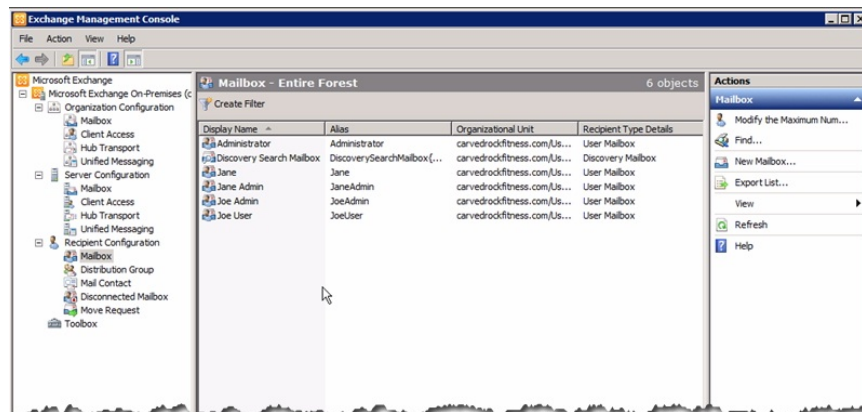
If you want to change it to auto, change **Manual** to **Automatic** . Then click **Apply** and **OK** :



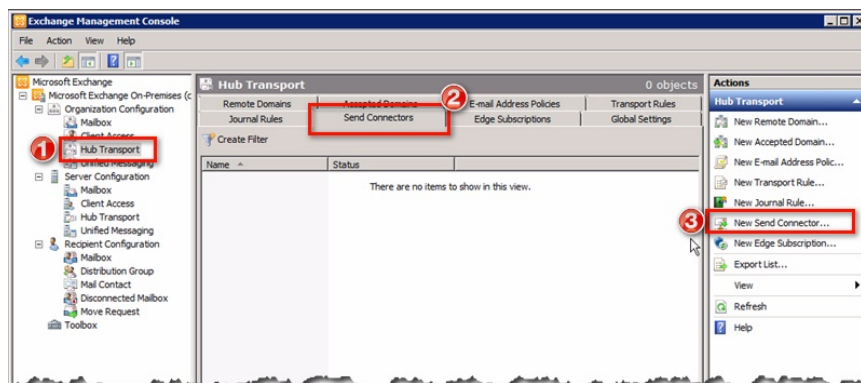
In the next part of the article, we will discuss some **SMTP** setup modes on **Exchange Server**.

Configure, set up SMTP on Exchange Server:

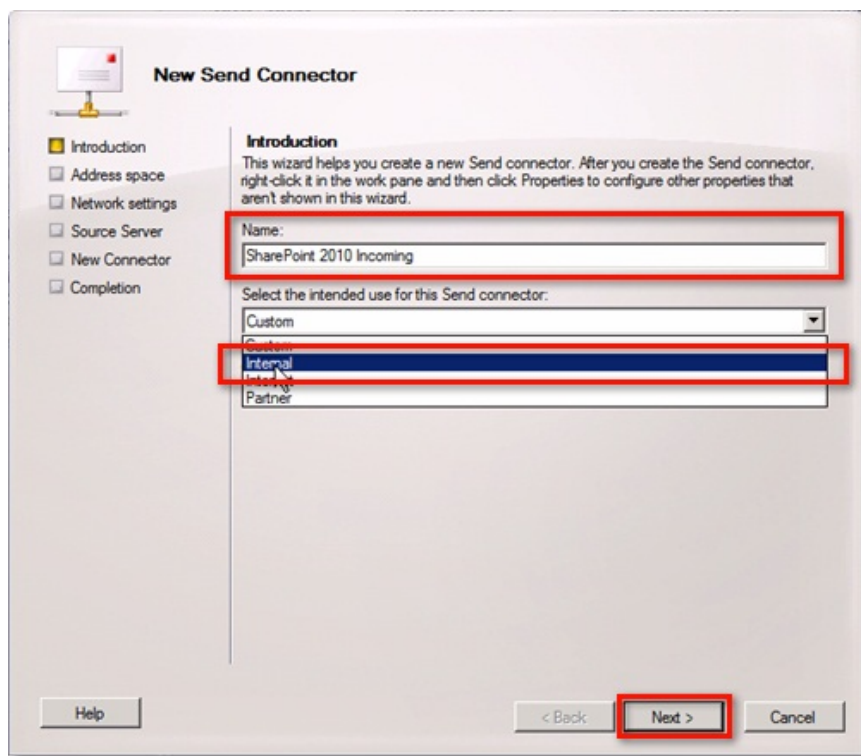
Similarly, open the **Exchange Management Console** at **Exchange Server**. For example, in the screenshot below, we have created mailboxes for all user accounts in the system:



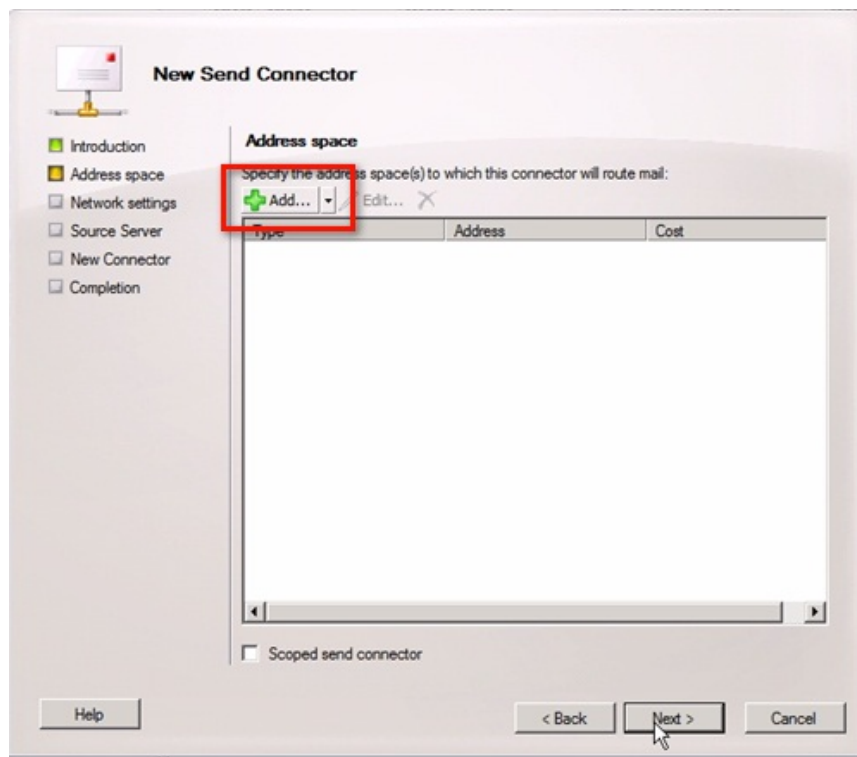
The first thing to do here is to create a new **Send Connector** component . Open **Organization Configuration** on the left, then select **Hub Transport> Send Connectors** tab. Next, select **Actions** and **New Send Connector**:



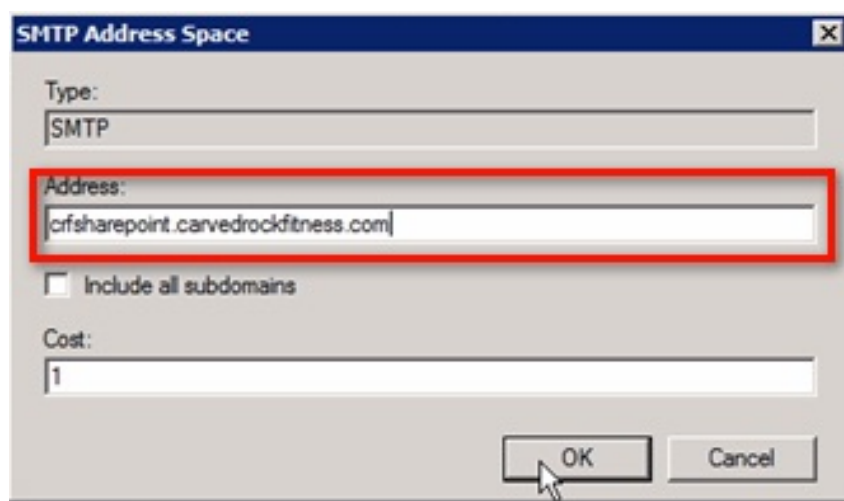
The **New Send Connector Introduction** screen is displayed, please name any here, for example **SharePoint 2010 Incoming** . and explicitly specify the function of this component, for example, **Internal** . Then click **Next** :



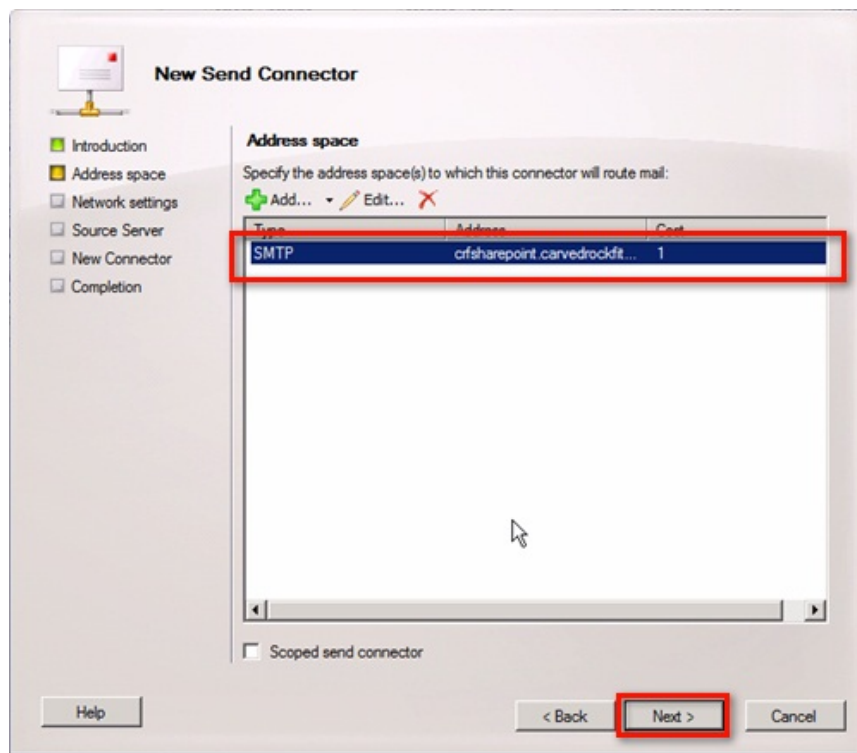
In the **Address Space** window, the system will ask the user about the email address that the **Connector** department will forward the email to. Click the **Add** button:



Next, enter the email address of the server that is processing the **SMTP** service into the **Address field** . For example, in this case, **SharePoint** server. Click **OK** after declaring the address:

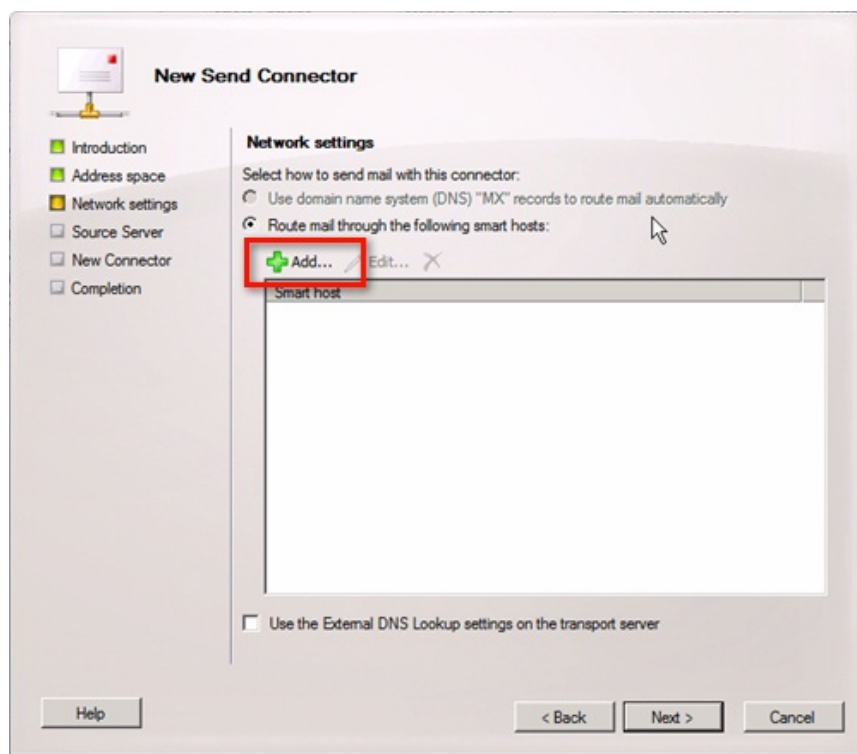


This will assign additional email address fields in the **Address Space** list, click **Next** :

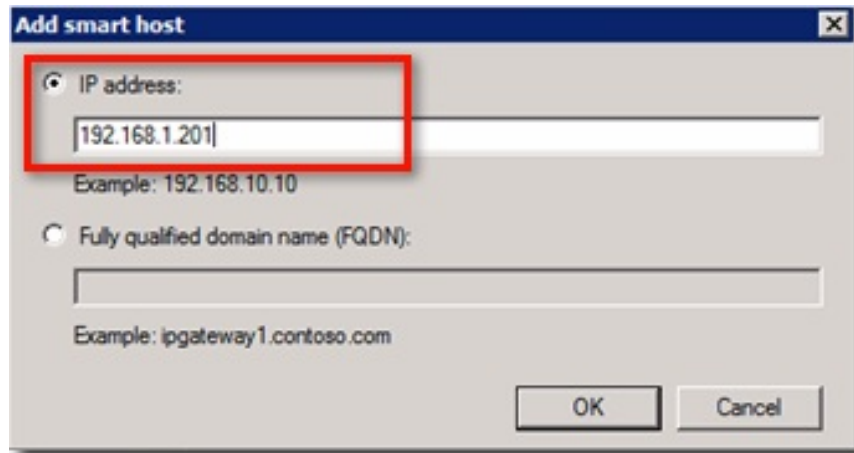


When in the **Network Settings** window, you'll see that the option to 'Use domain name system .' is blurred and unusable, that's because we have set up email delivery mode to **Internally** . Therefore, all emails will be forwarded through a combination of other smart hosts.

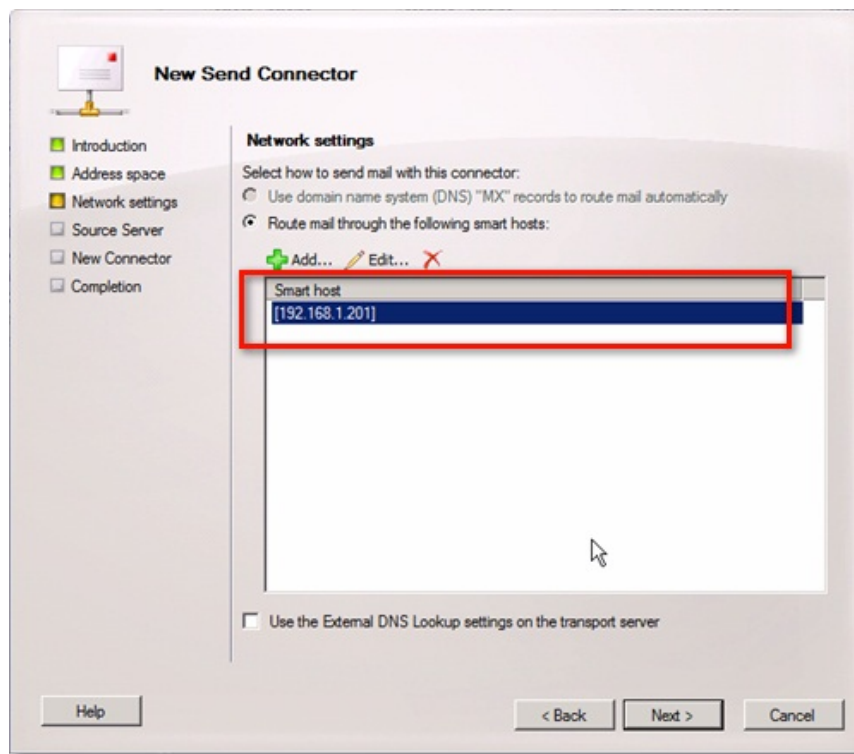
To add more smart hosts, click the **Add** button:



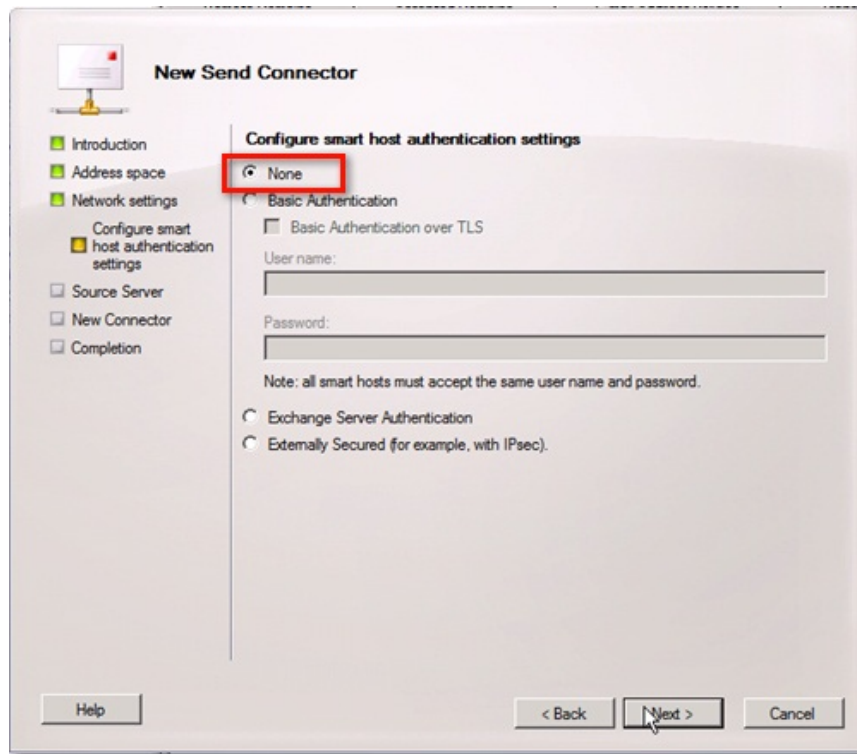
The system then asks the user to enter the IP address of the server managing the **SMTP** service - in this case, the **SharePoint** server. But instead of entering the **FQDN** as above, please enter the corresponding IP address. The benefit of doing this is to make the system more stable in the process of connecting and working in the future:



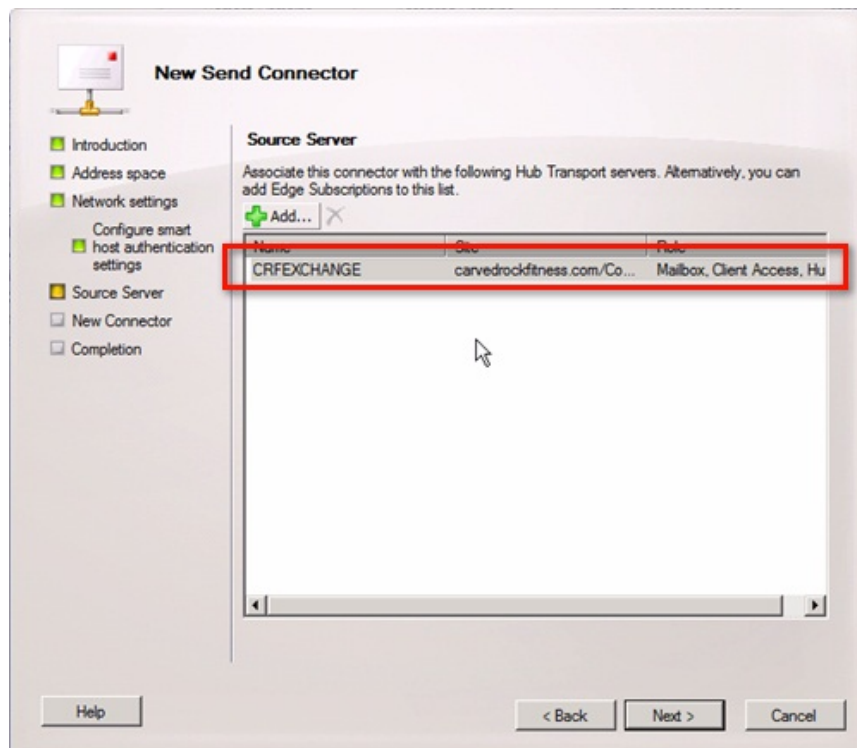
After clicking OK, you will see the IP address assigned to the smart host list. Click Next Next:



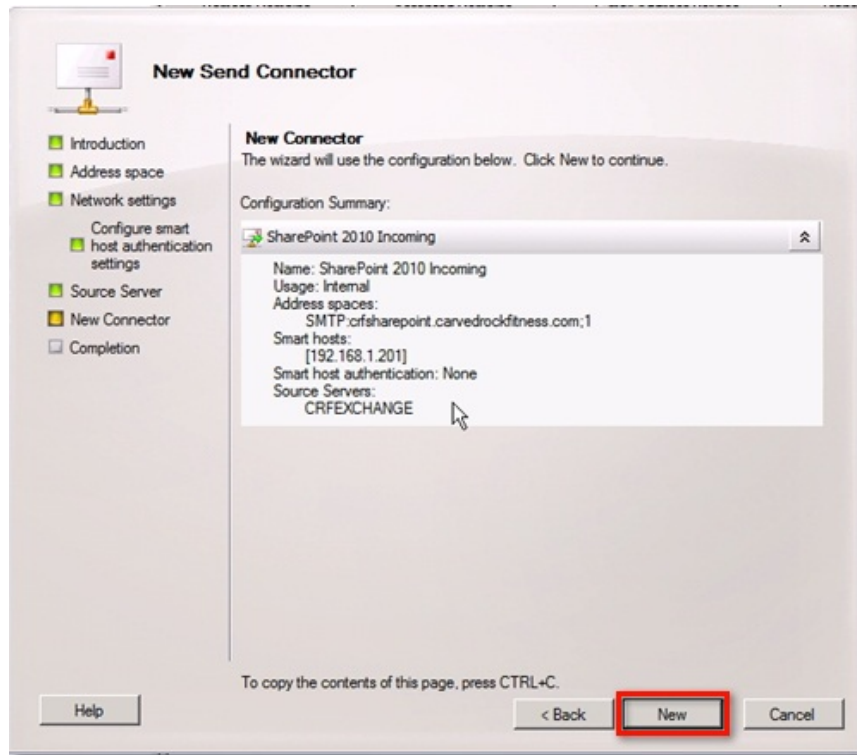
In the **Configure smart host authentication settings** window next, select **None** as shown below and click **Next** :



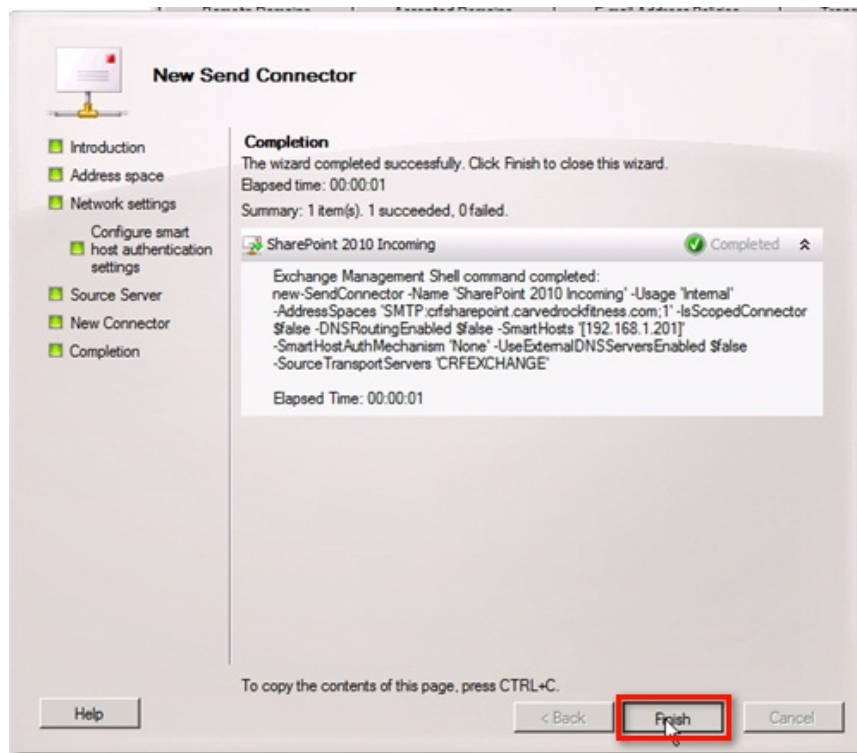
Then, back to the **Source Server** window, make sure the **Hub Transport** server is available in the list. For **Exchange Typical** installation systems, the only **Exchange** server will be set up to monitor and handle all roles (**Mailbox, Client Access, and Hub Transport**). Then click **Next** :

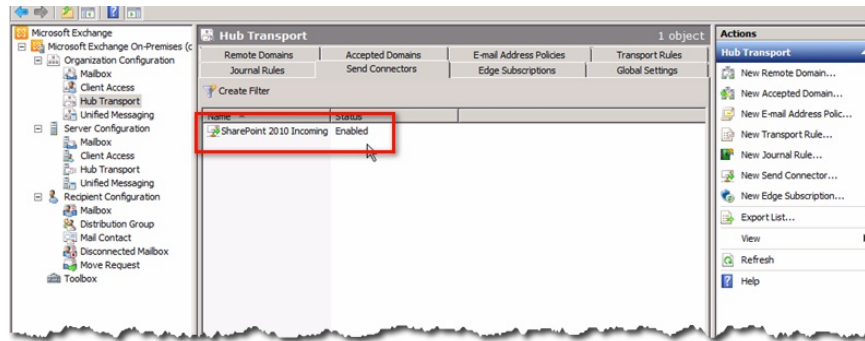


Finally, the system will display the general information of the **Send Connector** setup process . Click **New** :



Then, the new **Send Connector** will be initialized. Click **Finish** then:





Good luck!

You finished reading the article "**Configure, set Incoming and Outgoing Email on SharePoint 2010 - Part 1**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.