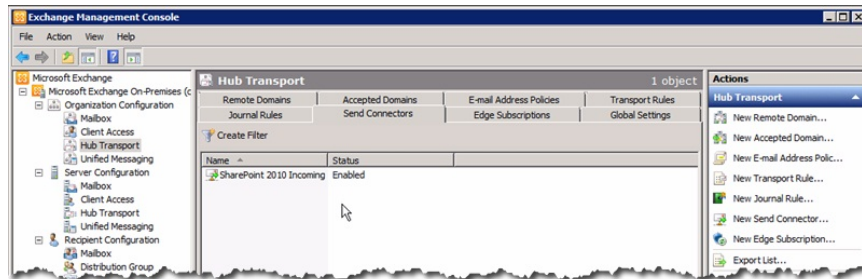


# Configure, set Incoming and Outgoing Email on SharePoint 2010 - Part 3

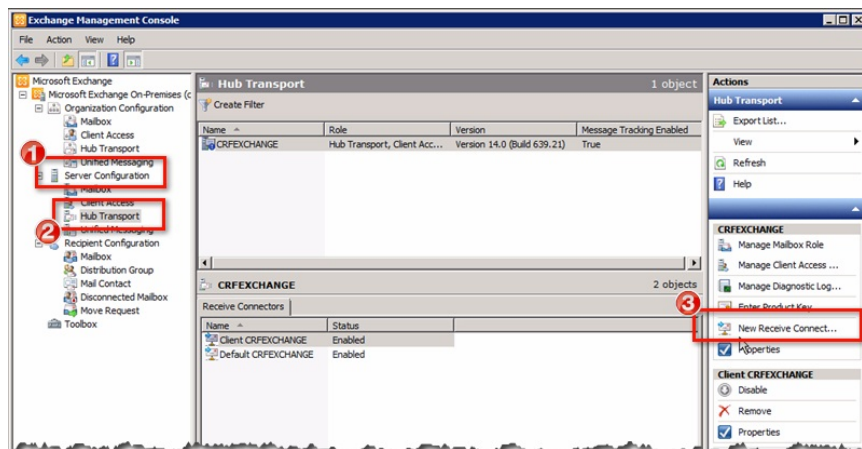
In the previous sections of the article, we introduced you to some points in the process of configuring Incoming Email with SharePoint 2010, and this time we will continue with the rest, which is Outgoing Email. . .

**TipsMake.com - In the previous sections of the article , we introduced you to some points in the process of configuring Incoming Email with SharePoint 2010, and this time we will continue with the rest, that is Outgoing Email.**

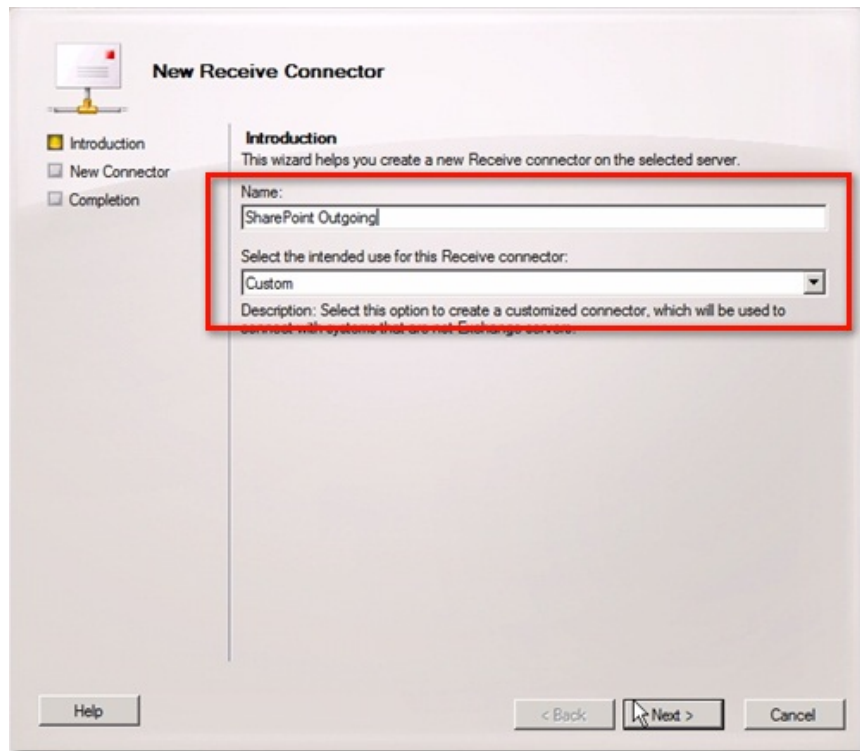
Return to **Exchange Server** at the time of configuring **Receive Connector**:



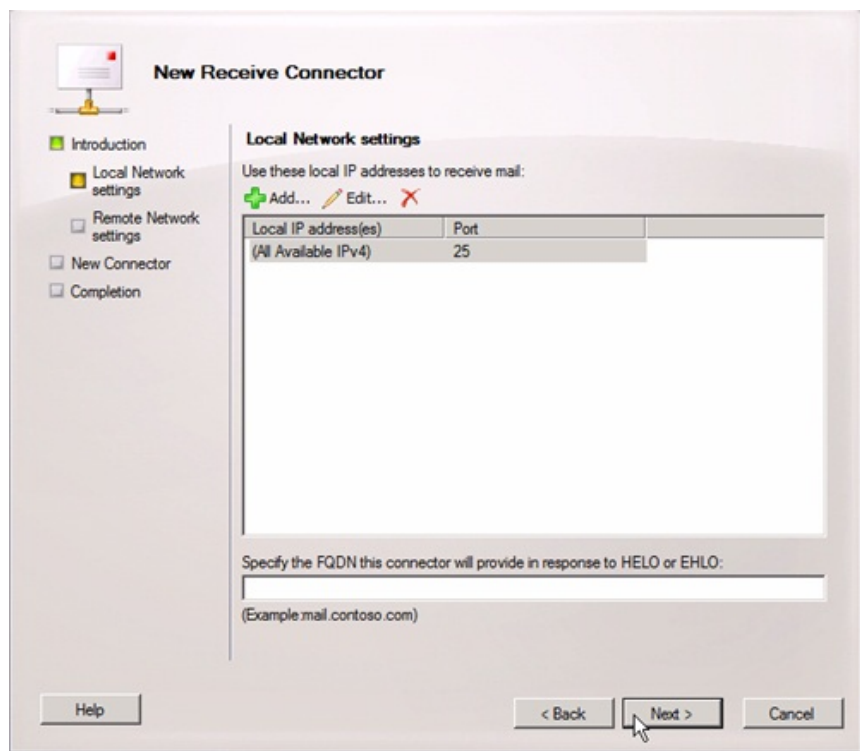
Our next task here is to create a new **Receive Connector** component , because the **Send Connector** was created during the **Organization Configuration Hub Transport** setup process. Open **Server Configuration** , right-click and select **New Receive Connector**:



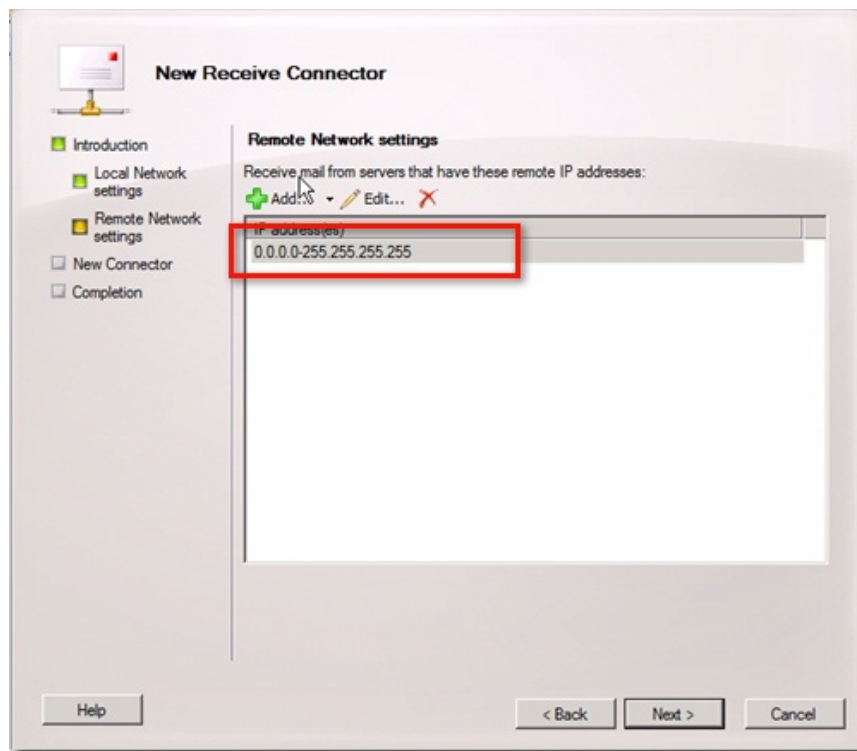
Name and select the purpose of use for that connection (eg *Custom* ). Click **Next** to continue:



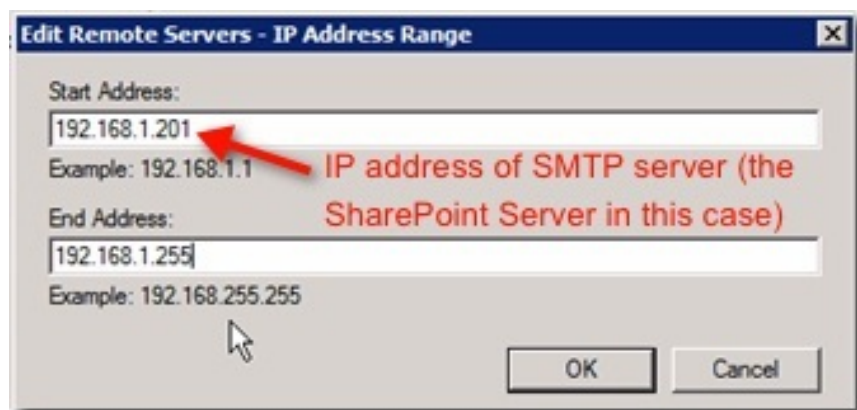
Keep the settings at **Local Network** and click **Next** :



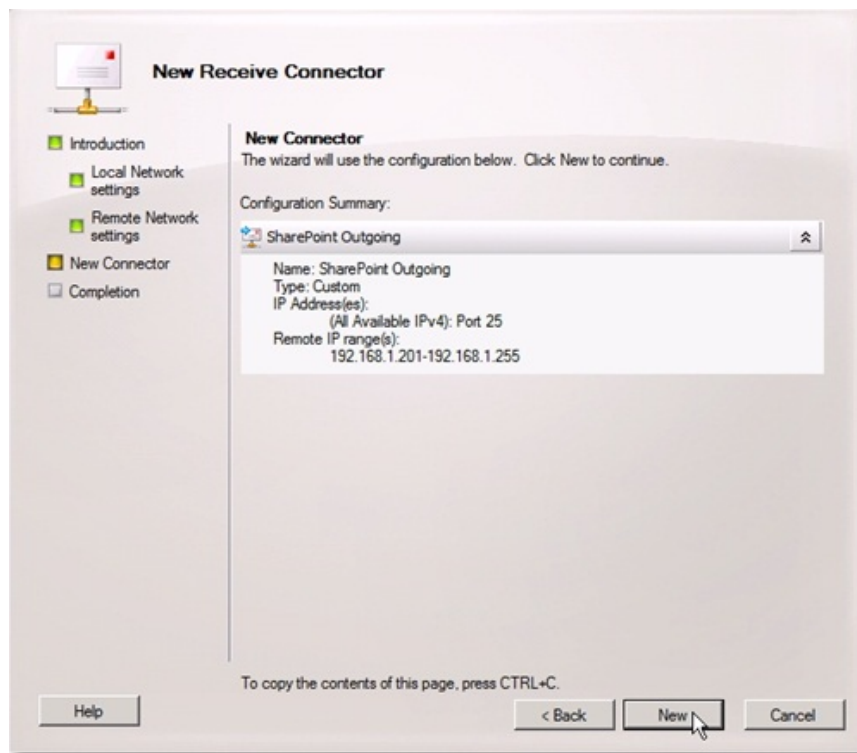
In the **Remote Network Settings** window , you select the IP range in the list to change. Typically, the only single component is the server's IP address range that the mailbox will receive:



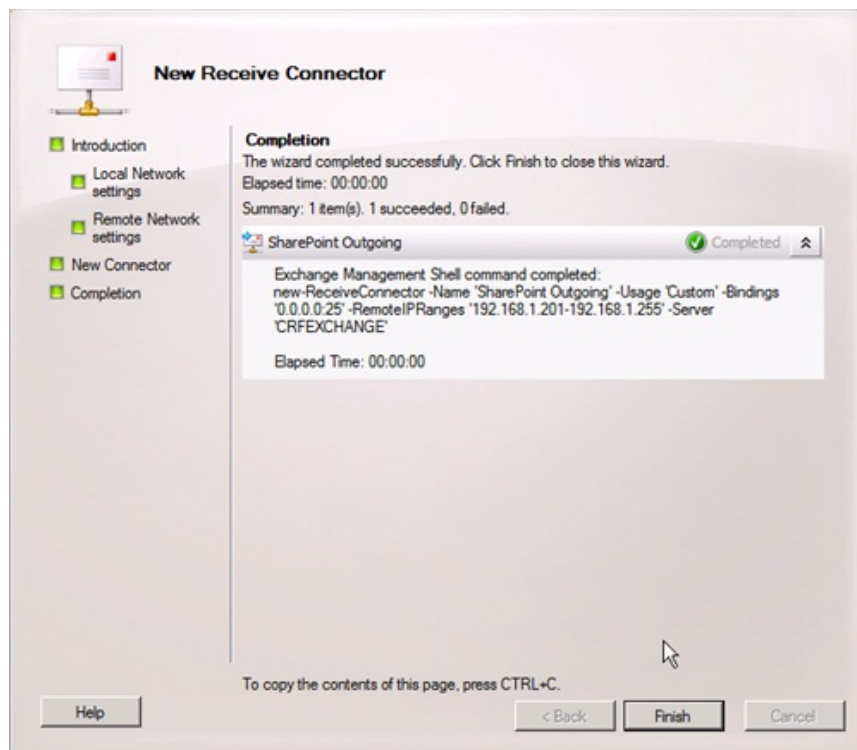
Next, declare the IP address of the **SMTP server** (in this case, the *SharePoint* server) in the **Start Address** section, as well as the corresponding **End Address** of each system:



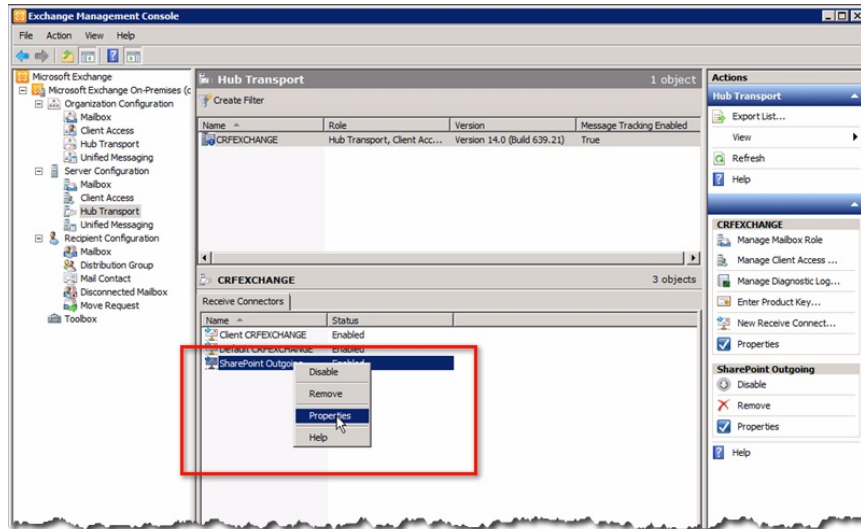
Click **OK** and then continue to **Next** . At the following window, click **New** to create a new connection:



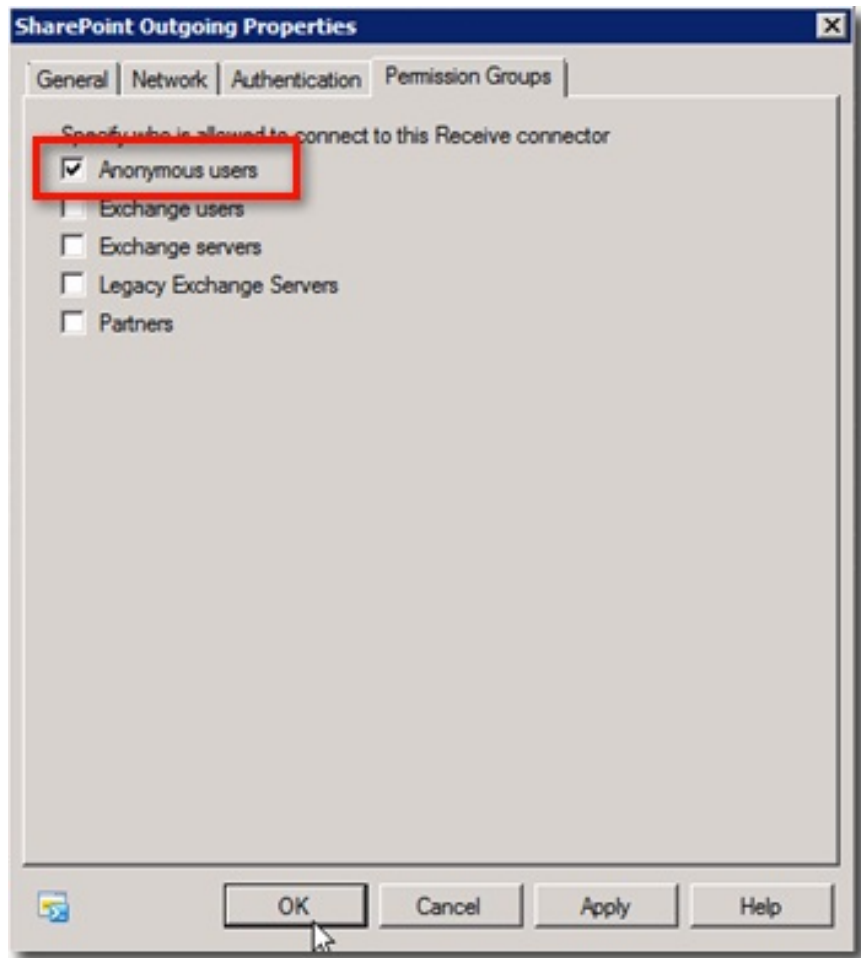
And when this process ends, click **Finish** :



When you see the newly received **Receive Connector** , right-click and select **Properties** :



Here, go to the **Permission Groups** tab and check the check box for **Anonymous users** , then click **OK** :

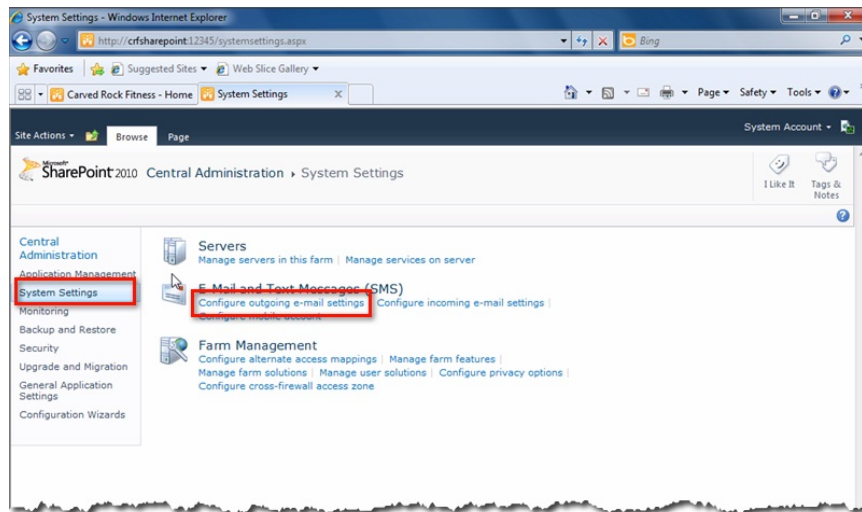


Basically, you have completed the process of creating a **Receive Connector**. In the next section, we will move on to the configuration of **Outgoing Email** from **Central Administration**.

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## Configure Outgoing Email from Central Administration:

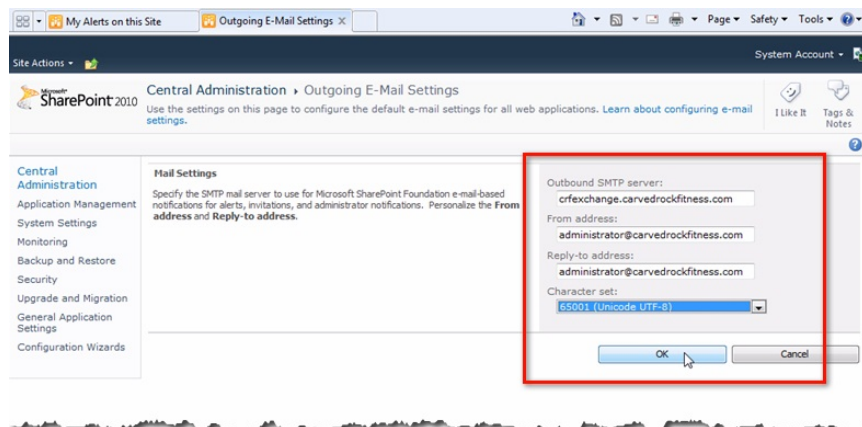
On any client machine, open **SharePoint Central Administration** and then go to **System Settings > Configure outgoing e-mail settings**:



In the next display window, enter the information as below:

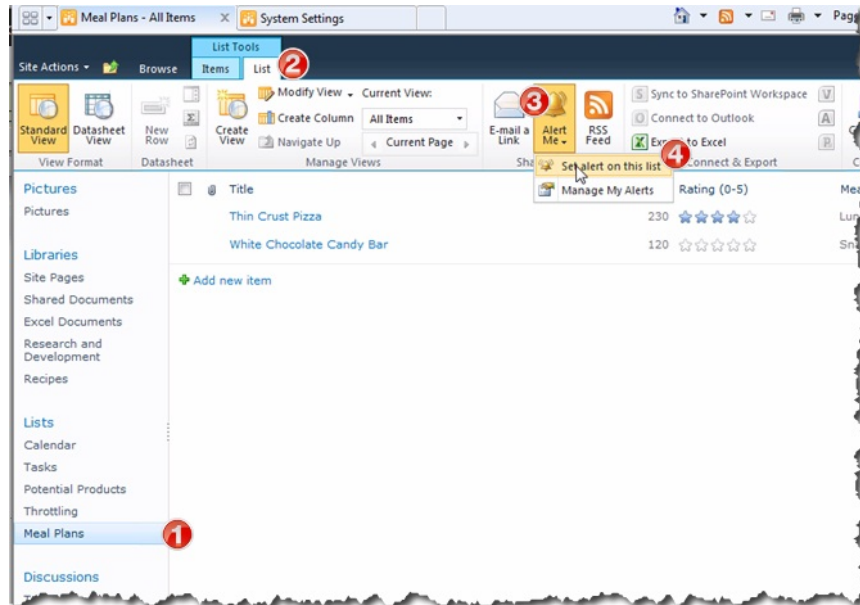
- **Outbound SMTP server** : Enter FQDN parameters of Exchange server
- **From address** : Enter the address of Administrator machine
- **Reply-to address** : enter Admin's email address
- **Character set** : according to option

Then click OK when done:



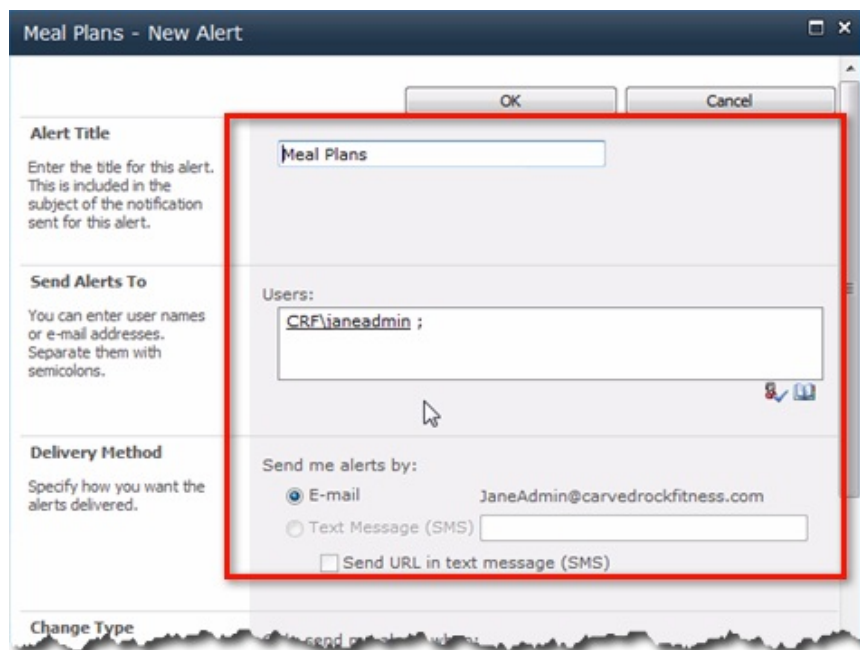
## Check Outgoing Email, Create and Manage Alert features:

The next thing to do here is to check the operation of **Outgoing Email**, more specifically to create the corresponding **Alert** . Open **SharePoint** and select the component displayed in the list, open the **List** tab and click **Alert Me** . Finally, **Set alert on this list**:



In this **New Alert** window , set the parameters as follows:

- **Alert Title** : enter the appropriate title for this **Alert**
- **Send Alerts To**: enter the name or email address of the recipient, including your own account to check
- **Delivery Method** : choose a forwarding method, in this case our email



- **Change Type:** Selecting the changes in the system will be notified to the user, here we will select **All changes**
- **Send Alerts for These Changes:** the 'scope' of the filters in the system, in this test we chose **Anything changes**
- **When to Send Alerts :** a certain amount of time the user will receive the warning information, here is **Send notification immediately**

Meal Plans - New Alert

Send URL in text message (SMS)

**Change Type**  
Specify the type of changes that you want to be alerted to.

Only send me alerts when:

- All changes
- New items are added
- Existing items are modified
- Items are deleted

**Send Alerts for These Changes**  
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:

- Anything changes
- Someone else changes an item
- Someone else changes an item created by me
- Someone else changes an item last modified by me

**When to Send Alerts**  
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

Send notification immediately

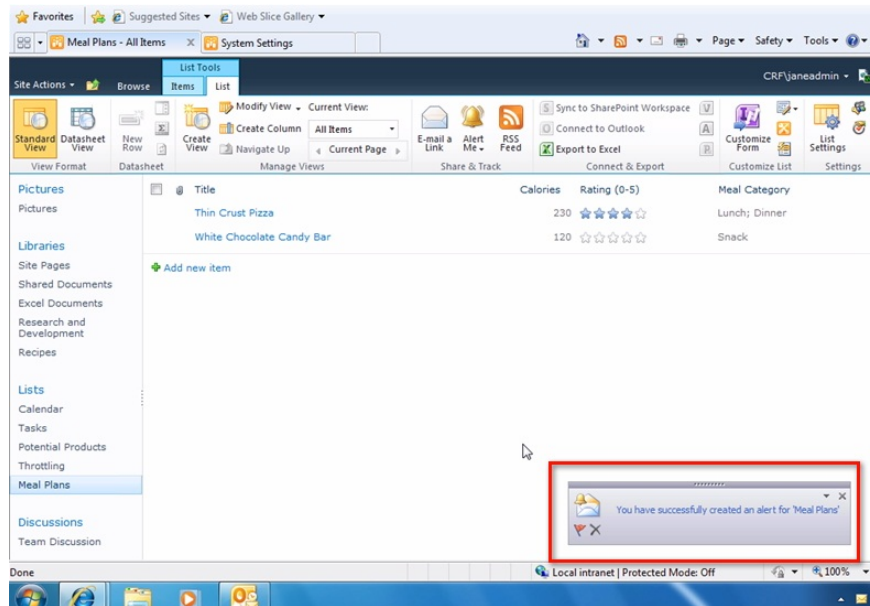
Send a daily summary

Send a weekly summary

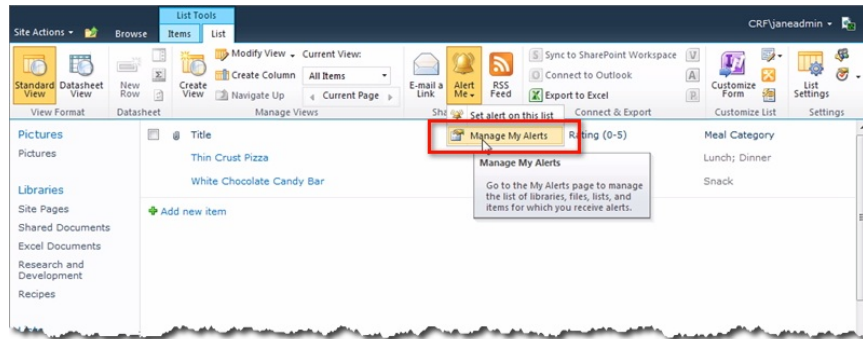
Time:  
Friday 2:00 PM

OK Cancel

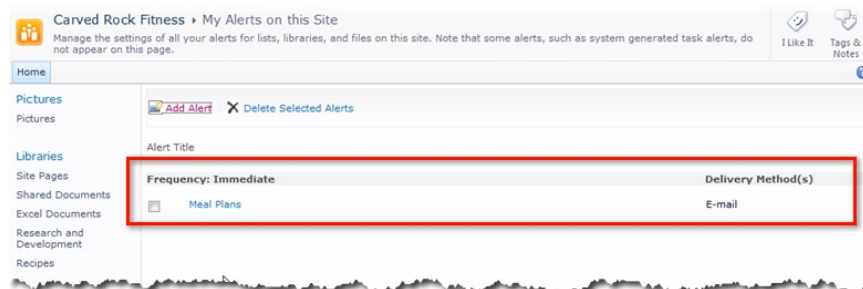
Click **OK** when finished. If you follow the above steps without any problems, then you will receive the first warning information immediately after clicking **OK** , we can see the details of this information specifically through **Outlook** :



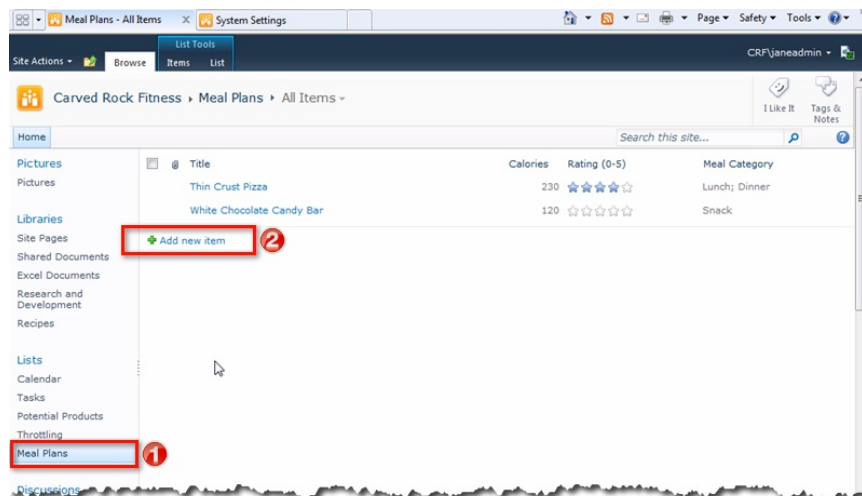
However, we can change these settings by pressing the **Alert Me** button and selecting **Manage My Alerts**:



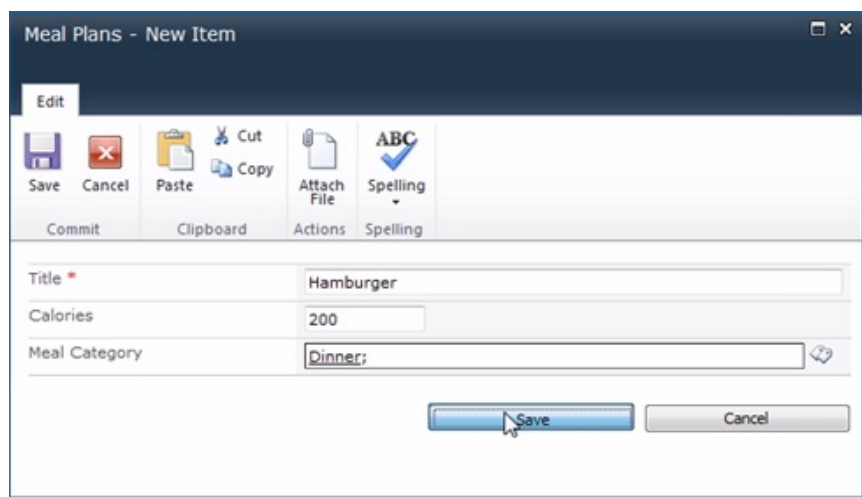
At the next display screen, you will see all **Alert** information available. If you want to change or reset, just click on it:



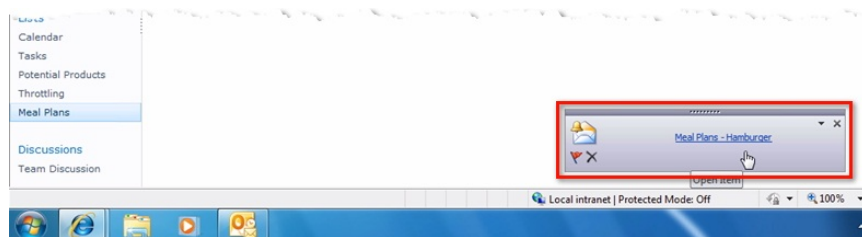
If you want to check the operation of **Alert**, we create a new component right under the **Alert** that has been activated. Click **Add new item**:



Fill in any of these fields:



And similarly, after clicking the **Save** button, you will receive system warning information via **Outlook** about creating new components:

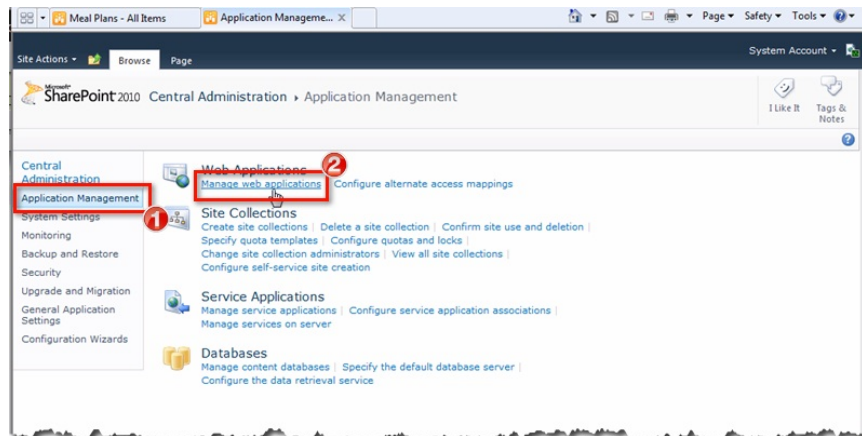


With simple but extremely useful features as above, with only a few basic **SharePoint** setup steps for **Outgoing Email**, we were able to create and manage alert information, which is essential in tracking change in the system of lists, libraries and documents and documents.

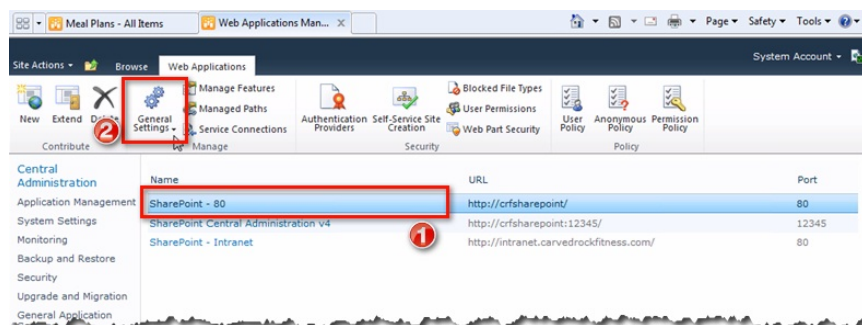
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# Setting up Outgoing Email for web application:

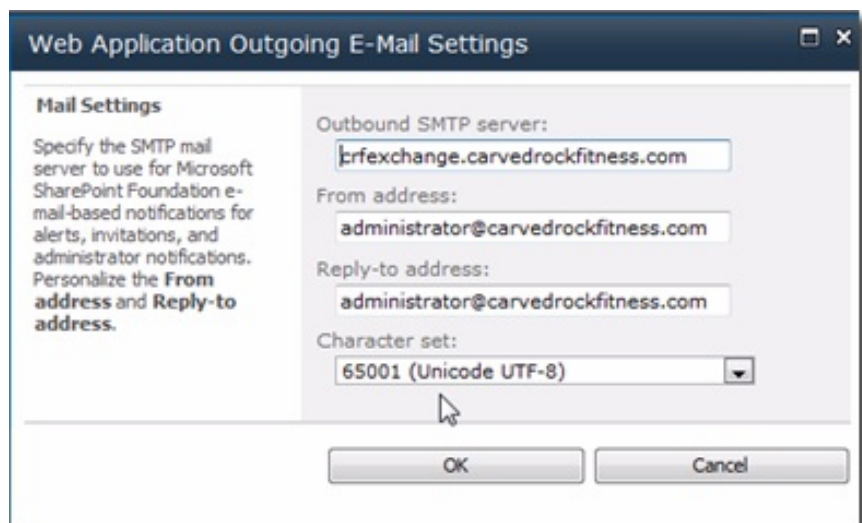
In fact, we can still take advantage of this configuration process. Go back to the **Central Administration** and select **Application Management > Manage web applications**:



Select any application in the list here, select **General Settings > Outgoing E-mail**:



And can configure, set up **Outgoing Email** for that application:



Here, you perform similar to the **Outgoing Email** configuration above, just pay attention to change the equivalent specifications of that web application. Then click **OK** when done.

Good luck!

You finished reading the article "**Configure, set Incoming and Outgoing Email on SharePoint 2010 - Part 3**" 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.