Feature Description Document

Configuring Email Settings in IXM WEB

Purpose

This document outlines the process of configuring the Email Settings in IXM WEB.

Applies to

TITAN	TFACE	TOUCH 2	SENSE 2	MERGE 2	MYCRO
All Devices	All Devices	All Devices	All Devices	All Devices	All Devices

Description

Configuring Email settings is highly recommended as one of the first steps after installing the IXM WEB. Email Configuration settings will help the admin in retrieving the password for IXM WEB in case it is forgotten. In addition, having email settings configured also makes the activation and license key requests easier.
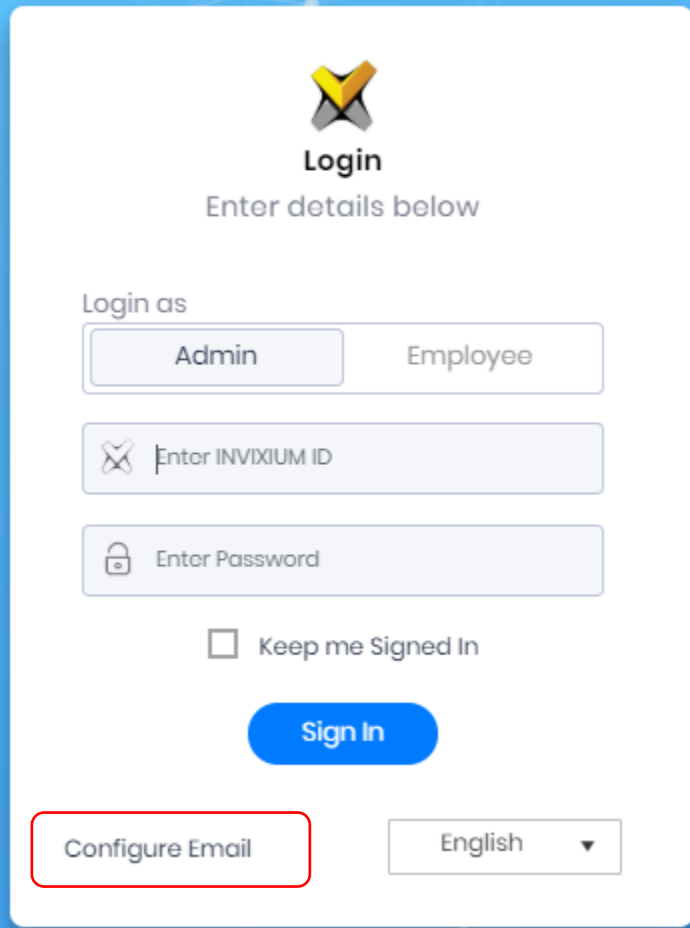
Configuring Email Settings in IXM WEB

Steps to configure Email Settings from IXM WEB:

1. Click **Configure Email** on the Login page**.**

OR

Expand **Left Navigation Pane** >> Navigate to **Notification Settings** >> **Email Configuration** >> Click **Manage Preferences**.
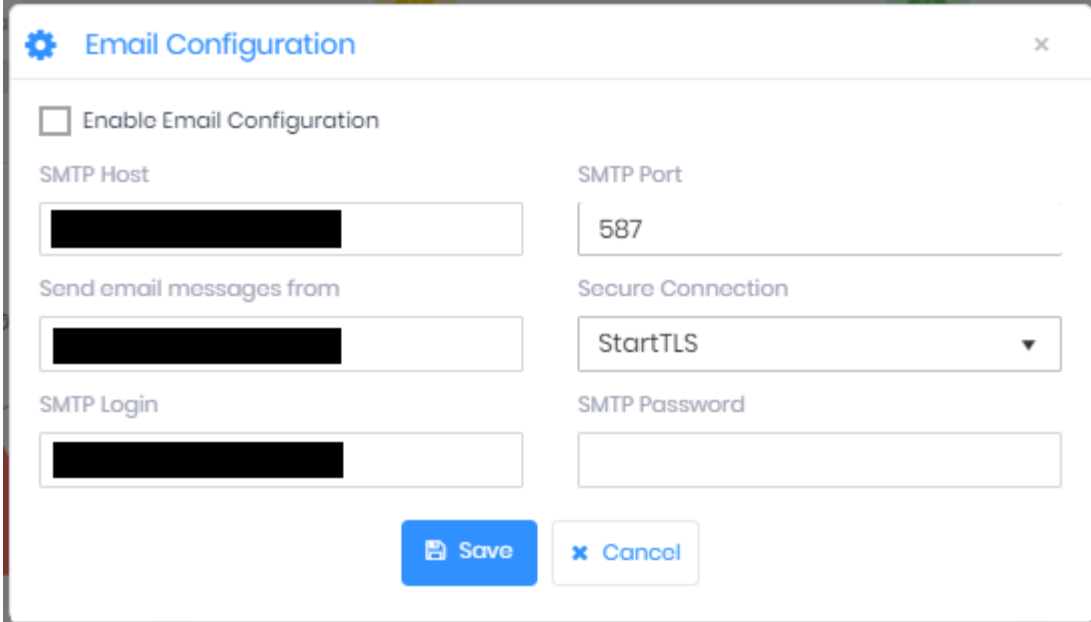
2. Select "Enable Email Configuration" and enter values for "SMTP Host", "SMTP Port" and "Send email message from" fields.

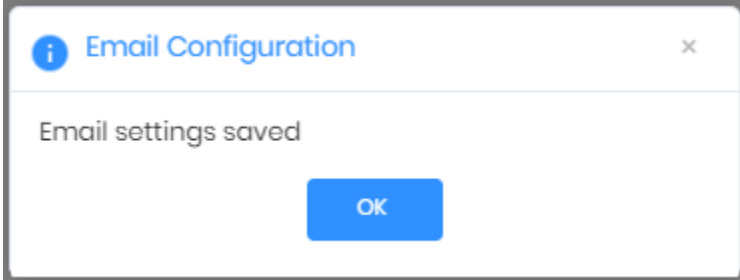*NOTE:* If Gmail/Yahoo/msn etc. email servers are used for "SMTP Host" then "SMTP Login" and "SMTP Password" values need to be provided. Also in this case, "Secure Connection" needs to be set to either SSL or SSL/StartTLS.

3. After entering the values, click **Save** to save the SMTP Settings on the IXM WEB Database
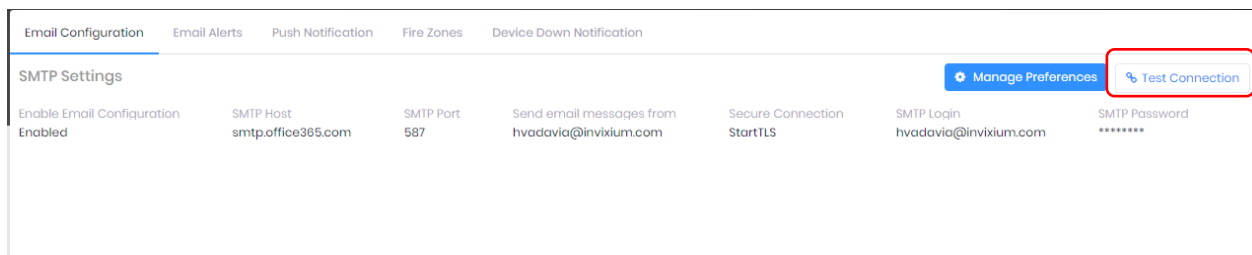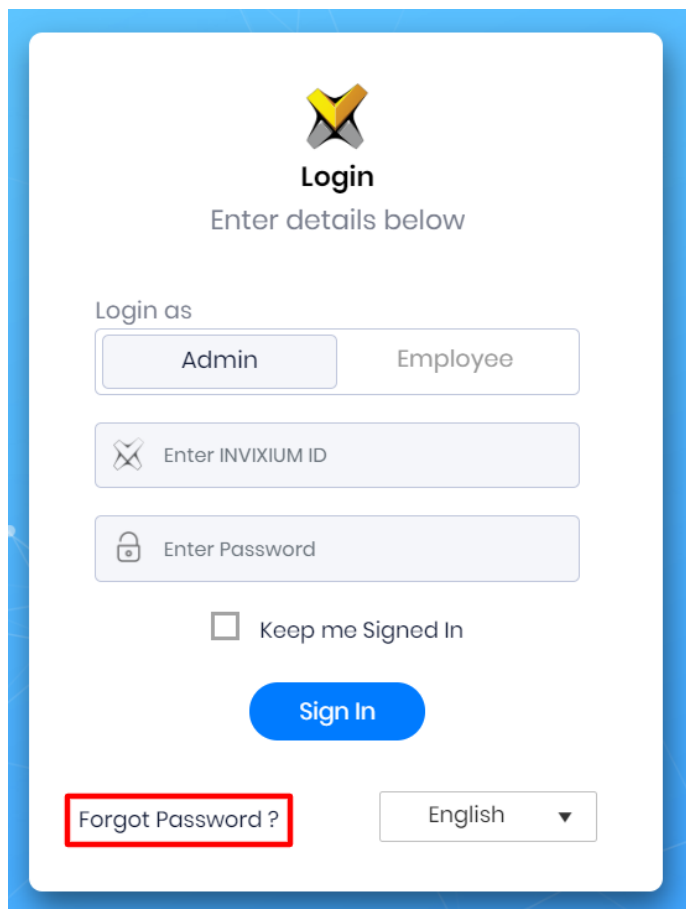
4. To test the settings, Navigate to **Notification Settings** from **Left navigation Pane** >> Go to **Email Configuration** >> Click **Test Connection** button on the right.

5. Provide a valid email address. Click **Send** to send a test email.
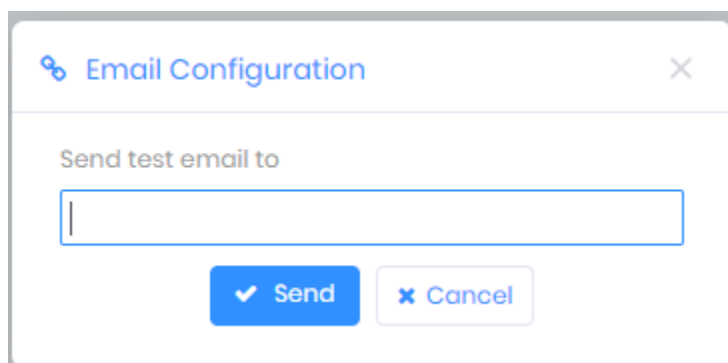
6. Once Email Configuration is completed, a **Forgot password** link will appear on the Sign In page in its place.
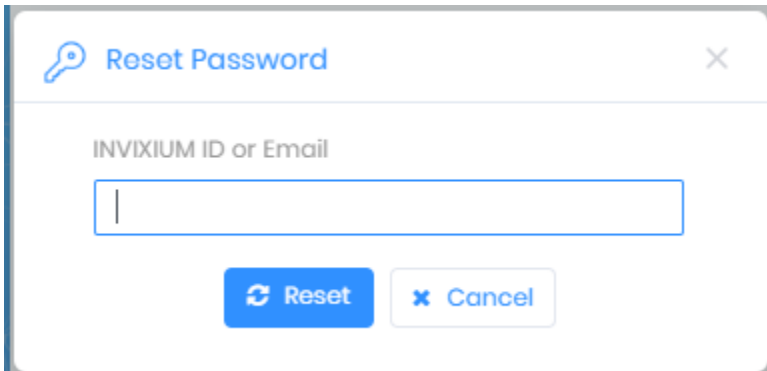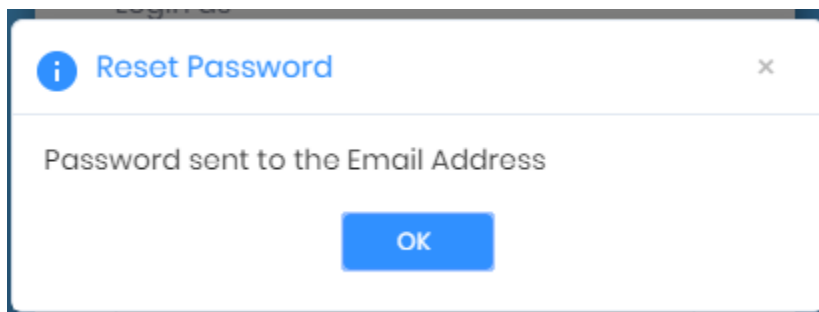
Steps to Reset Password

1. Click **Forgot password** and enter the INVIXIUM ID or the email address which was used during configuration.


2. Click **Reset** to send the newly generated password to the provided email address. Click ok and you will be redirected to the Sign In page.


3. Enter the INVIXIUM ID and the newly generated password received in your email on the Sign In page. (NOTE: the Newly generated password will appear in **BOLD** fonts in the email.) Click **Login** to log in successfully.

4. A Modify Password window will open. Enter the password received via email in the "Current Password" field. Provide a New Password to change it to a more preferred password. (Password must be 5 characters or more, including at least 1 letter/number and 1 special character.)
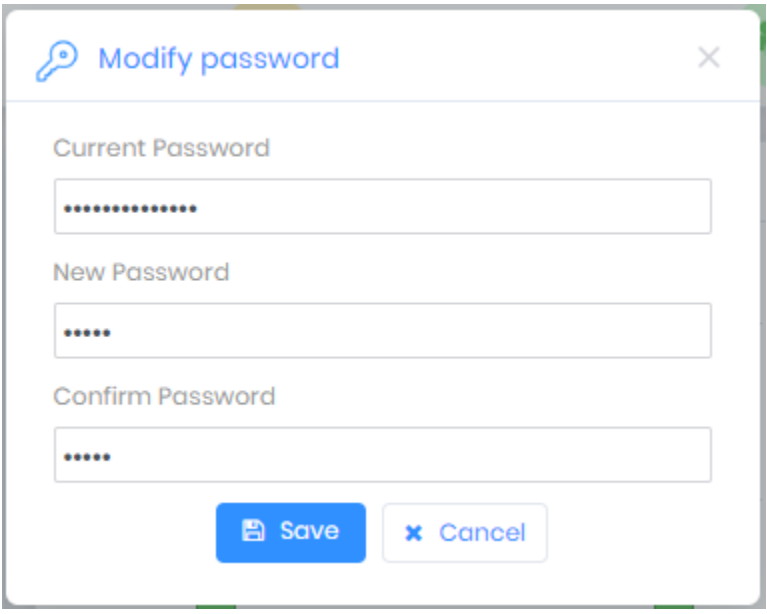
5. Click **Save** to change the password. A "Password modified" message will be displayed. Click **OK** to close the window.
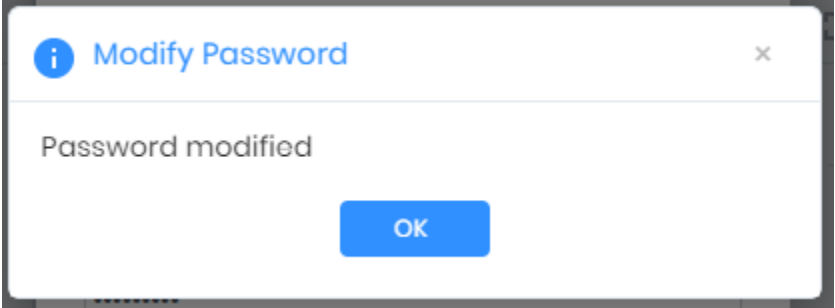
Support

For more information relating to this Feature Description document, please contact us at support@invixium.com

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