

# 1 E-mail

## Overview

To configure e-mail as the delivery channel for messages, you need to configure e-mail as the media type and assign specific addresses to users.

## Configuration

To configure e-mail as the media type:

- Go to *Administration*→*Media types*
- Click on *Create media type* (or click on *E-mail* in the list of pre-defined media types).



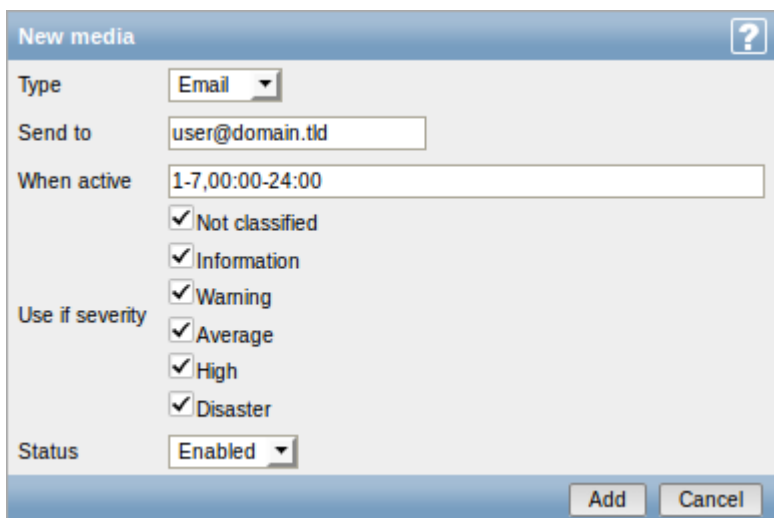
Media type attributes:

Parameter	Description
<i>Description</i>	Name of the media type.
<i>Type</i>	Select <i>Email</i> as the type.
<i>SMTP server</i>	Set an SMTP server to handle outgoing messages.
<i>SMTP helo</i>	Set a correct SMTP helo value, normally a domain name.
<i>SMTP email</i>	The address entered here will be used as the <b>From</b> address for the messages sent.

## User media

To assign a specific address to the user:

- Go to *Administration*→*Users*
- Open the user properties form
- In *Media* tab, click on *Add*



User media attributes:

Parameter	Description
Type	Select <i>Email</i> as the type.
Send to	Specify the e-mail address to send the messages to.
When active	You can limit the time when messages are sent, for example, the working days only (1-5,09:00-18:00). See the <a href="#">Time period specification</a> page for description of the format.
Use if severity	Mark the checkboxes of trigger severities that you want to receive notifications for.
Status	Status of the user media. <b>Enabled</b> - is in use. <b>Disabled</b> - is not being used.

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