How To Set Up An Email Server In CrownSIS For Sending Messages

Setting up an email server in CrownSIS is essential for sending notifications, alerts, and other important communications to users directly via email. CrownSIS offers two methods to set up the email server: **SMTP relay server** and **API**. Below are the steps to configure the email server using either method.

Step 1: Access the Communication Settings

1. Log in to your CrownSIS account.
2. From the left navigation bar, click on **Communication**.
3. In the Communication section, click on **Settings**.



Step 2: Choose Your Email Server Setup Method

In the Settings page, you will see options to configure the email server either via **SMTP relay server** or **API**.

Option 1: Setting Up via SMTP Relay Server

1. **IP Address** : Enter the IP address of your SMTP server.
2. **Port** : Specify the port number for your SMTP server. Common port numbers are 25, 465, or 587.
3. **SMTP Type** : Choose the SMTP type (e.g., SSL/TLS) based on your server's configuration.
4. **Server Username** : Provide the username used to authenticate with the SMTP server.

5. **Password** : Enter the corresponding password for the SMTP server.
6. **From Email Address** : Specify the email address that will appear as the sender of the email.



Option 2: Setting Up via API

1. **Service Provider** : Select your email service provider (e.g., SendGrid, Mailgun, etc.).
2. **From Email Address** : Enter the email address that will appear as the sender of the email.
3. **API ID** : Input the API ID provided by your email service provider.
4. **API Key** : Enter the API key associated with your service provider account.



Step 3: Finalize the Setup

Once all the required information is filled in, review the details, and click on the **Submit** button to save the configuration.



Congratulations! Your email server is now set up in CrownSIS, and you can start sending messages to users via email.

Revision #8
Created 2026-01-26 21:00:37 UTC by Administrator
Updated 2026-01-26 22:05:58 UTC by Administrator