

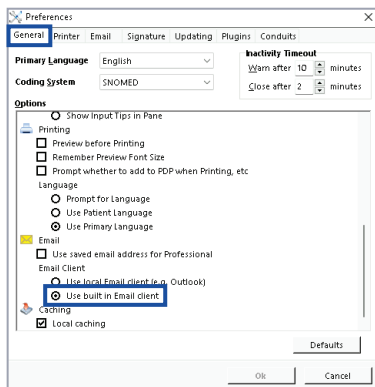
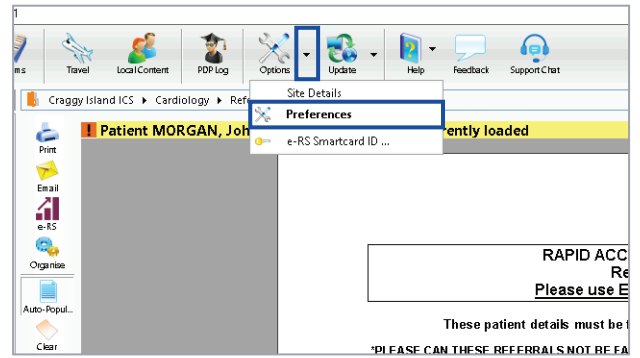
# Quick Start Guide

## DXS Email Client Configuration



# 1

Open the 'Preferences' window by selecting the 'Options' menu and clicking on 'Preferences'.

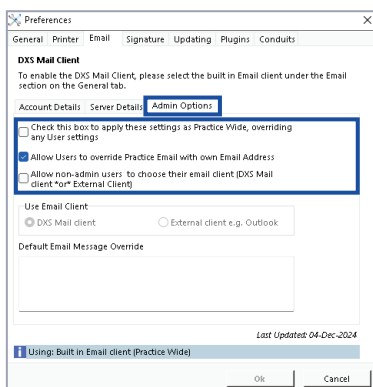
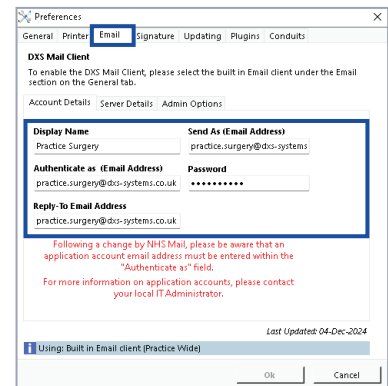


In the 'General' tab, select the 'Use built in Email client' option to enable the built-in email functionality.

# 2

# 3

Go to the 'Email' tab and input the application email credentials, including the email address, username, and password. Note that an application account is required to set up emailing.



Switch to 'Admin Options' and tick the checkboxes required for your organisation's preferences.

# 4

# 5

Send a test email (e.g, an education leaflet) to confirm that the email configuration is working correctly.

