To add email notification to the iVMS 2000 software, follow these steps:

**Send To:**

- Go to the **Config** tab of the iVMS 2000 software.
- Click on “Other” near the bottom left side of the screen.
- Select the **Email** tab.

- This is the “**Send To:**” address. Enter the email address, title and any comments you wish to be included in the email, such as location, contact phone number, etc.
Sent From:

- Click on SMTP Settings
- This is the “Sent From” email account that will be used to send the notifications. All information must be accurate.
- Enter the email address of the sending account.
- Enter the account’s user name
- Enter the account’s password
- Enter the account’s outgoing SMTP server address.
- Enter the outgoing mail port number.

*Note: the default port is usually 25, but may have been changed.*

Click on the Test button to confirm your settings. If the test is not successful, recheck all your settings, in particular the port number.

When the test is successful, click **OK**, then **OK** again on the SMTP Settings window, then **Save**.