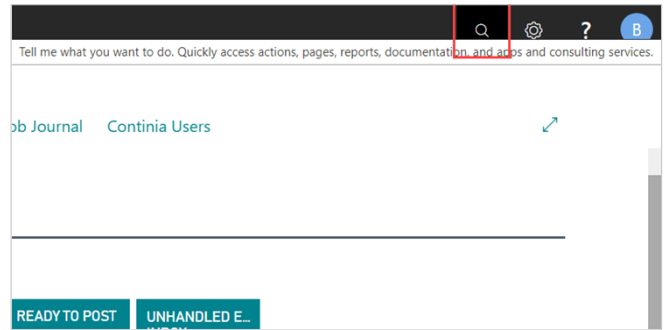
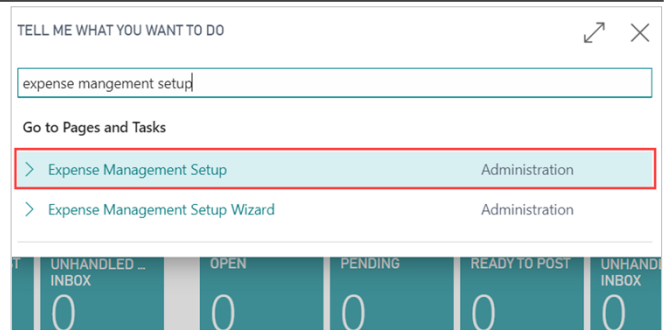


Before creating expense users, you must set up an SMTP mail setup for the company. This setup is necessary for Expense Management to send e-mails to expense users. The setup of the SMTP mail setup and e-mail is done in Expense Management Setup.

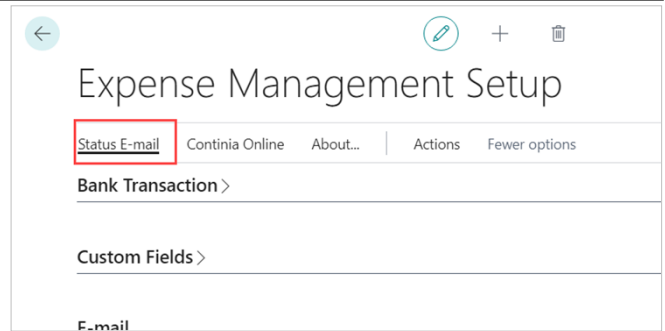
Select the "magnifier" to find the Expense Management Setup Wizard.



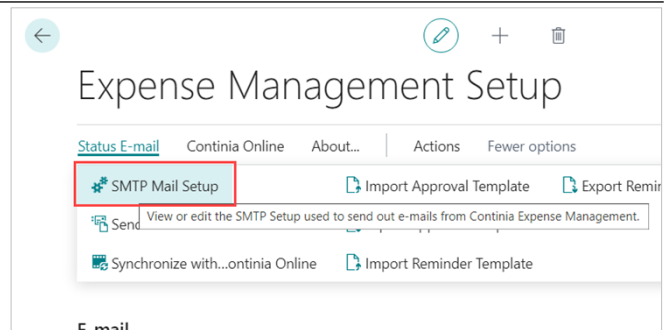
Select "Expense Management Setup".



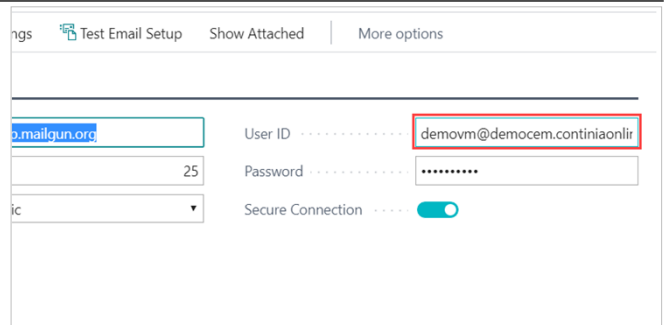
Go to the navigation menu and choose "Status E-mail".



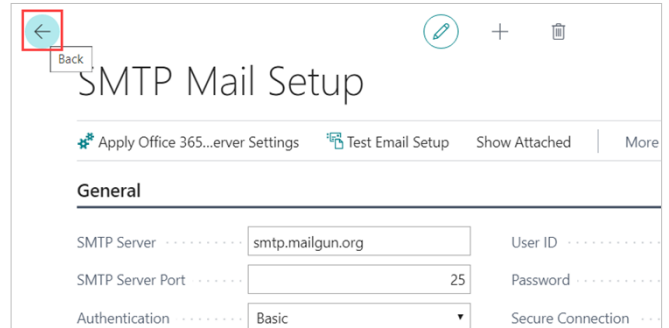
Select "SMTP Mail Setup".



Fill in all details relevant to the company. Once you have filled in the details, take a copy of the "User ID" and go to the fast tab e-mail.



Go back using the "Back" button.



SMTP Mail Setup

Apply Office 365...ever Settings Test Email Setup Show Attached More

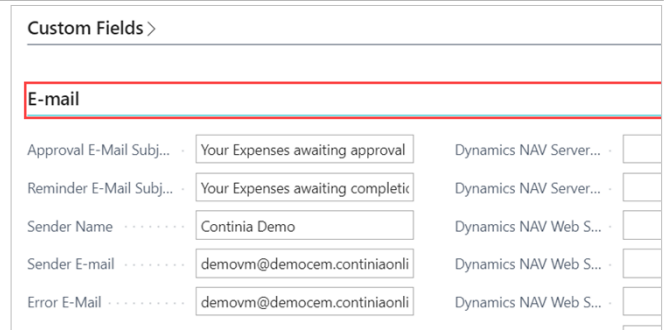
General

SMTP Server smtp.mailgun.org User ID

SMTP Server Port 25 Password

Authentication Basic Secure Connection

Open the fast tab "E-mail".



Custom Fields >

E-mail

Approval E-Mail Subj... Your Expenses awaiting approval Dynamics NAV Server...

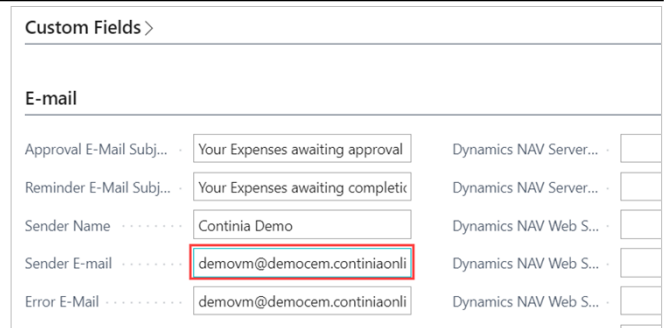
Reminder E-Mail Subj... Your Expenses awaiting completic Dynamics NAV Server...

Sender Name Continia Demo Dynamics NAV Web S...

Sender E-mail demovm@democem.continiaonli Dynamics NAV Web S...

Error E-Mail demovm@democem.continiaonli Dynamics NAV Web S...

Fill in the "Sender Name" that you would like to appear on e-mails sent to Expense users. Then paste in the "User ID", that you copied from the SMTP Mail setup, into "Sender E-mail".



Custom Fields >

E-mail

Approval E-Mail Subj... Your Expenses awaiting approval Dynamics NAV Server...

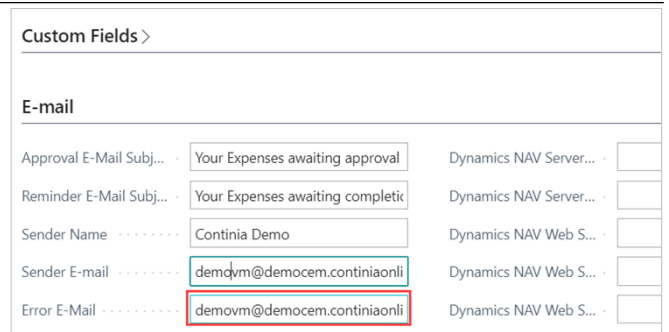
Reminder E-Mail Subj... Your Expenses awaiting completic Dynamics NAV Server...

Sender Name Continia Demo Dynamics NAV Web S...

Sender E-mail demovm@democem.continiaonli Dynamics NAV Web S...

Error E-Mail demovm@democem.continiaonli Dynamics NAV Web S...

Go to the field "Error E-Mail" and paste in the e-mail that you copied from the "User ID" as well.



Custom Fields >

E-mail

Approval E-Mail Subj... Your Expenses awaiting approval Dynamics NAV Server...

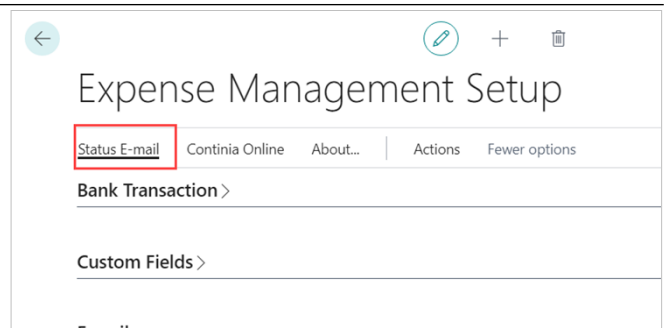
Reminder E-Mail Subj... Your Expenses awaiting completic Dynamics NAV Server...

Sender Name Continia Demo Dynamics NAV Web S...

Sender E-mail demovm@democem.continiaonli Dynamics NAV Web S...

Error E-Mail demovm@democem.continiaonli Dynamics NAV Web S...

To test if the setup is correct and that E-mails will be sent, go to the navigation menu "Status E-mail".



Expense Management Setup

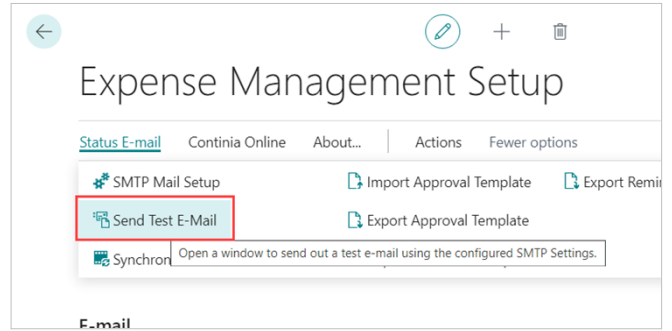
Status E-mail Continia Online About... Actions Fewer options

Bank Transaction >

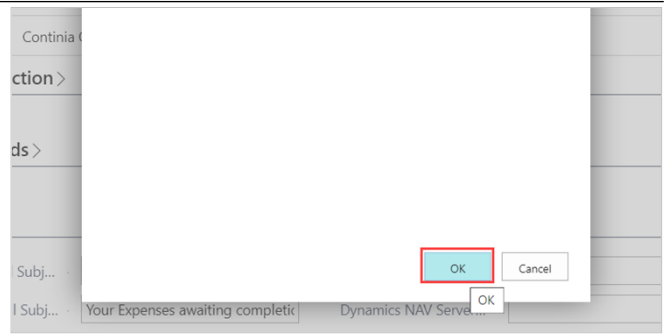
Custom Fields >

E-mail

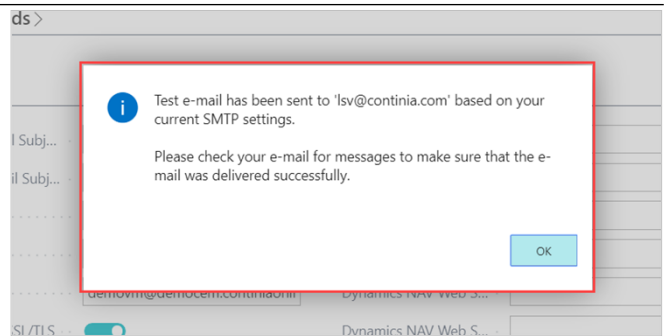
Then, you select **"Send Test E-Mail"**, and a window will open to type in your e-mail.



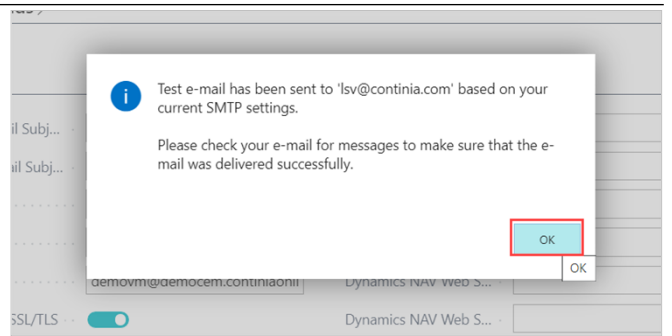
Type in your own E-mail and choose **"OK"**.



Now a message will show the result if the setup is correct and the test E-mail is successful.



Press **"OK"** and check your E-mail inbox to see if you have received an E-mail.



The e-mail that you will receive looks like this. Now you are ready to set up your expense users.

