

## Setting Up Email in 4HPlus!, Version 07-024

January 2007

A new SSL based (authenticated sending) email system in 4HPlus! has been fully implemented, which will allow e-mail to be sent from most, if not all county offices, regardless of where they are obtaining their internet service. Other e-mail related changes include:

- Automatic removal of duplicate e-mail addresses within a batch of e-mails being sent.
- The ability to enter more than one e-mail address per member or leader - simply enter the multiple addresses, separated by a comma - limited only by the length of the e-mail field (amount of text that can be stored).

Email setup instructions/settings for Texas users are as follows:

- **BE SURE YOU HAVE UPGRADED TO VERSION 07-024 (or later)**
- Click on [4HPlus Email Setup] (this menu item is found on the [Main] screen)
- In the upper left corner, under [Select Authentication] click on [Username/Password]
- Enter [587] in the [Port] field
- Enter [smtp-relay.tamu.edu] in the [Mail Server] field
- Enter [Your Net ID] in the [Username] field (*see Note #1 below*)
- Enter [Your Net ID password] in the [Password] field (*see Note #1 below*)
- Enter nothing in the [HELO text] field (it will fill in automatically when you send an e-mail)
- Enter [your e-mail address] in the [Sender Email Address] field (You may want to use the county email address here instead of a personal one, depending on who should receive any reply messages.)
- Enter nothing in the [Up Hill Data Email Address] field
- Click on the LAN/DSL Email Access Method (*see Note #2 below*)
- Enter nothing in ISP Phone Number (*see Note #2 below*)
- The rest of the settings on that screen should not need changing to work with the Texas A&M mail servers.

**IMPORTANT** - click on the [Save Entries / Changes] button (upper right corner) before attempting to send e-mail AND any time you make a change on the upper part of this screen - including password changes.

To check the e-mail component, use the lower section of the screen, enter your own e-mail address (plus a Subject and Message) and click on [Send]. If everything is set up right, you should get your own message.

**Note #1:** All Texas Cooperative Extension employees have a Net ID, whether they know it or not. They receive this Net ID whenever they are hired. For the most part, it is the NAME portion of our email addresses that take the form of [NAME@TAMU.EDU](mailto:NAME@TAMU.EDU). What many may not know is the password associated with that Net ID. For assistance in finding your Net ID and/or Net ID Password, please go to <http://neo.tamu.edu>. A "Directory" link on that page can help you search for your Net ID. Other instructions on that page provide information on obtaining your

password. County support staff do not normally have a Net ID, so use the Net ID and password of one of the agents in the office to populate this field. That agent will personally need to contact the help desk mentioned on this website to obtain the password.

**Note #2:** If you are still using a dial-up connection, establish an internet connection with your computer prior to using the email feature in 4HPlus! In this way, the LAN/DSL setting should work even if you are using dial-up.

### **Acknowledgment**

Thanks are expressed to Todd Mehrkens, University of Minnesota Extension Service, for posting these basic instructions on his website at <http://www.fourh.umn.edu/mgtsoftware/> .