

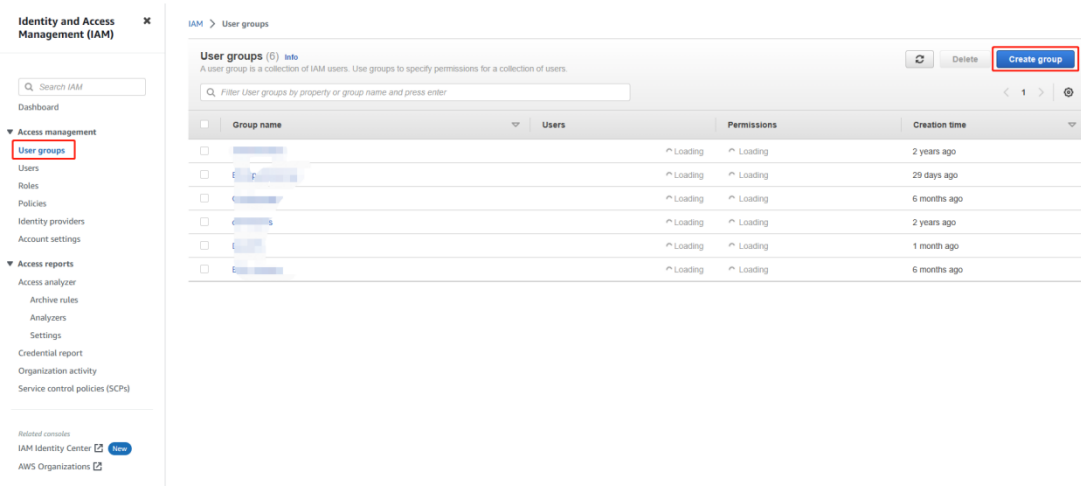
# Set up Amazon SES (Simple Email Service)

## 1. Create an AWS Account

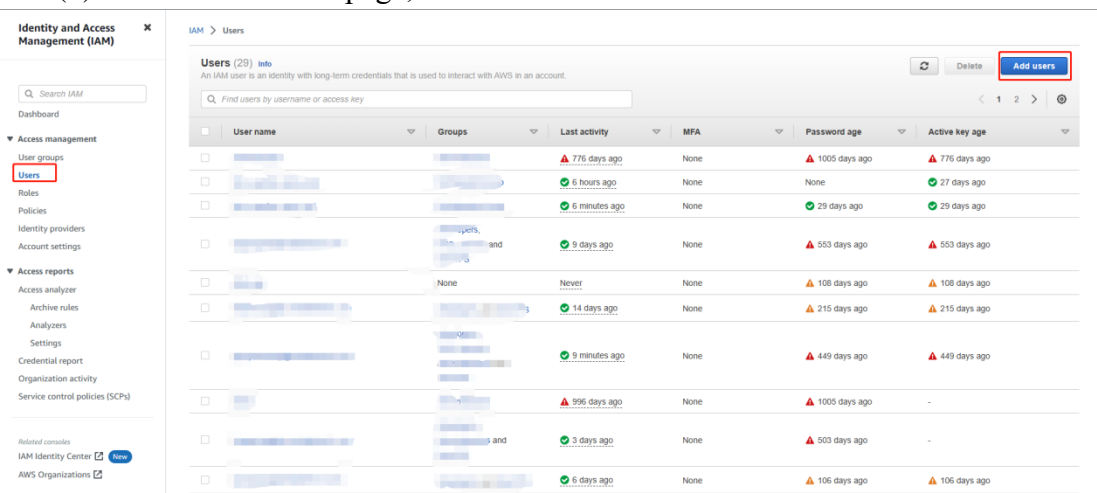
- (1) Access [AWS official website](#).
- (2) Enter an email address and username, then verify the email address.
- (3) Fill in the billing information (Credit card or debit card, expiry date, name on the card, and billing address).

## 2. Set Account Permissions

- (1) Sign into the official website and access the AWS IAM service.
- (2) Enter the “User groups” page, click the “Create group” button, and select the permissions corresponding to SES (AmazonSESFullAccess).



- (3) Enter the “Users” page, and click the “Add users” button.



(4) Set the user's permissions and the user group just created.

The screenshot shows the 'Set permissions' step of the AWS IAM 'Create user' wizard. The left sidebar indicates the current step is 'Set permissions'. The main content area has a title 'Set permissions' and a subtitle 'Add user to an existing group or create a new one. Using groups is a best-practice way to manage user's permissions by job functions. [Learn more](#)'. Below this, there are three radio button options under 'Permissions options': 'Add user to group' (selected), 'Copy permissions', and 'Attach policies directly'. The 'Add user to group' option has a description: 'Add user to an existing group, or create a new group. We recommend using groups to manage user permissions by job function.' Below the options is a section titled 'User groups (6)' with a search bar and a 'Create group' button. It contains a table with columns: 'Group name', 'Users', 'Attached policies', and 'Created'. The table lists six groups with their respective user counts and policies. At the bottom, there is a section for 'Permissions boundary - optional'.

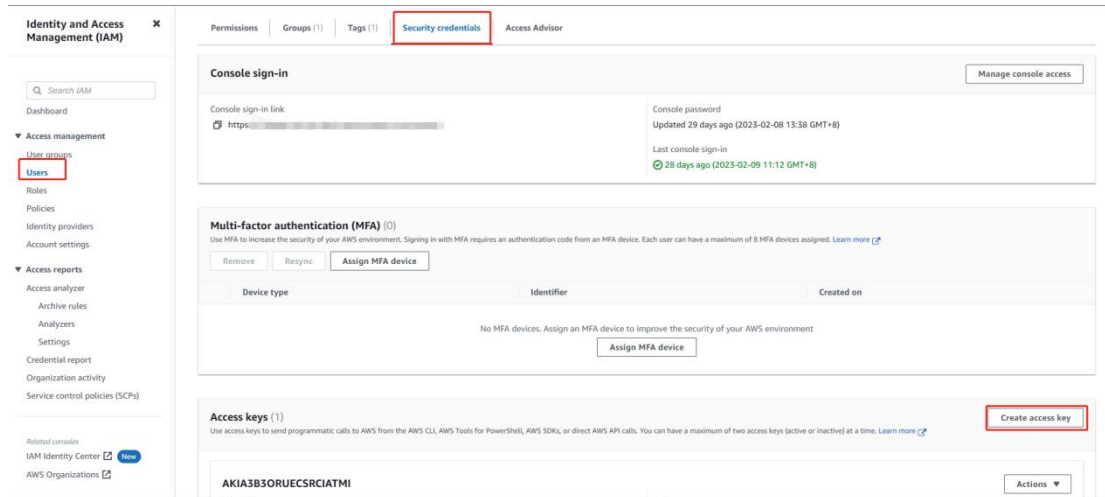
Group name	Users	Attached policies	Created
[redacted]	8	IAMFullAccess and AdministratorAccess	2020-06-06 (2 years ago)
[redacted]	2	SecretsManagerRead, AmazonS3FullAccess an...	2023-02-08 (29 days ago)
[redacted]	1	AWSCertificateManagerPrivateCAFullAccess an...	2022-08-31 (6 months ago)
[redacted]	22	AWSMarketplaceFullAccess, AmazonEC2FullAc...	2021-01-15 (2 years ago)
[redacted]	19	AmazonEC2FullAccess	2023-01-13 (1 month ago)
[redacted]	7	AmazonEKS_EFS_CSI_Driver_Policy, AmazonEC...	2022-09-03 (6 months ago)

(5) Click the “Create user” button to save the changes.

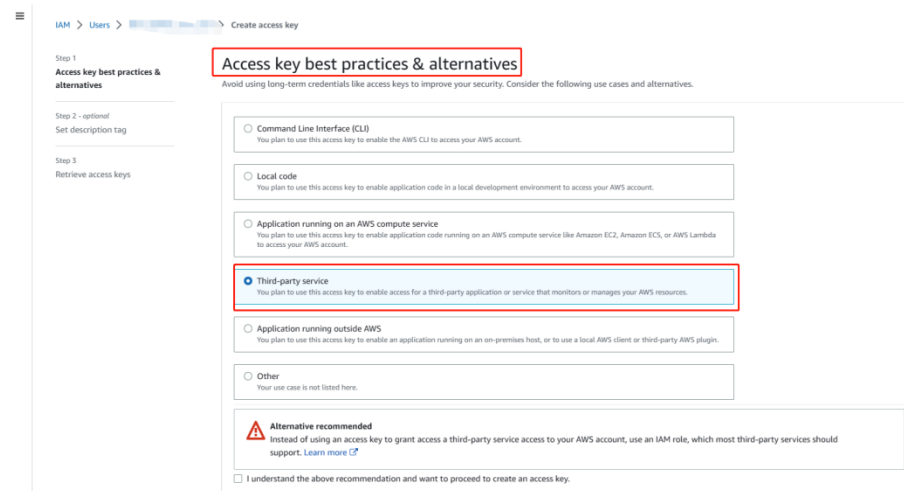
The screenshot shows the 'Review and create' step of the AWS IAM 'Create user' wizard. The left sidebar indicates the current step is 'Review and create'. The main content area has a title 'Review and create' and a subtitle 'Review your choices. After you create the user, you can view and download the autogenerated password, if enabled.' Below this, there are three sections: 'User details', 'Permissions summary', and 'Tags - optional'. The 'User details' section shows 'User name' as 'test', 'Console password type' as 'None', and 'Require password reset' as 'No'. The 'Permissions summary' section shows 'No resources'. The 'Tags - optional' section shows 'No tags associated with the resource.' At the bottom right, there are three buttons: 'Cancel', 'Previous', and 'Create user' (highlighted with a red border).

### 3. Create Access Key

(1) Enter the “Users” page, select the account created in the previous step, click “Security credentials”, find the Access keys column, and click the “Create access key” button.

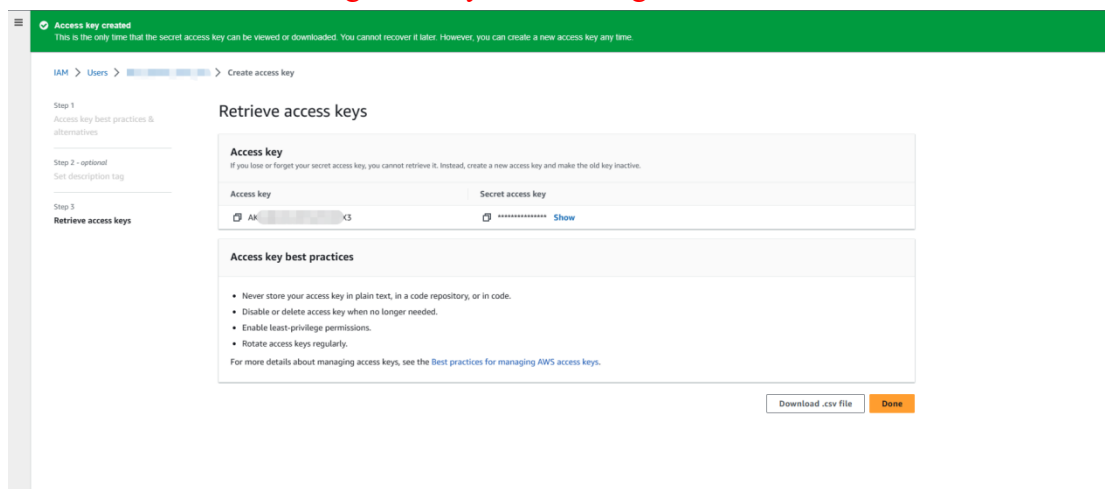


(2) On the submenu “Access key best practices & alternatives” page, select “Third-party service.”



(3) The description tag is optional, save the “Access key” and “Secret access key” to the local disk drive and then download the .csv file.

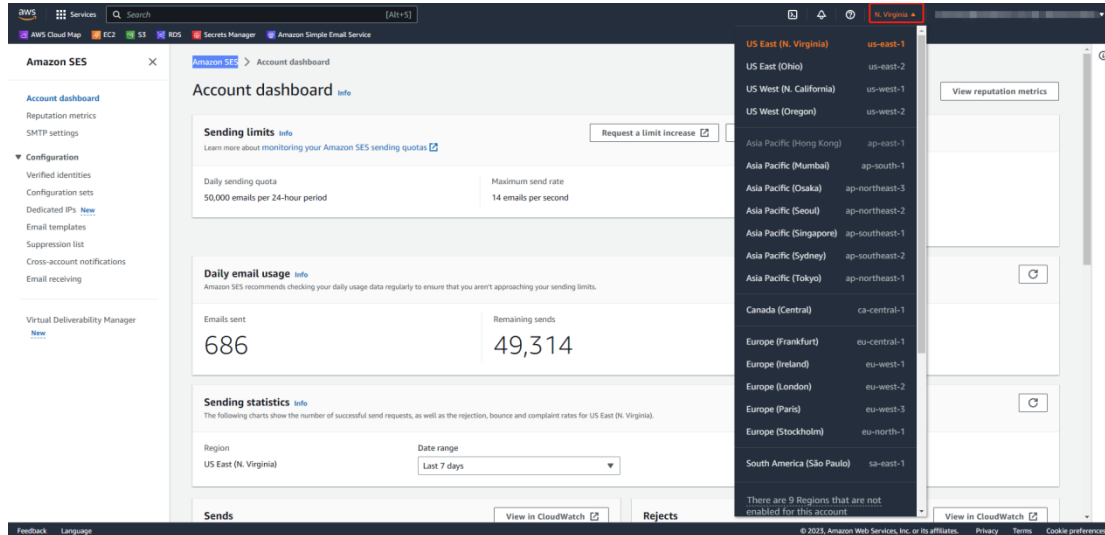
**Note: Keep the Access keys in a safe place, they are the permission verification for the Data Center Management System to integrate with AWS.**



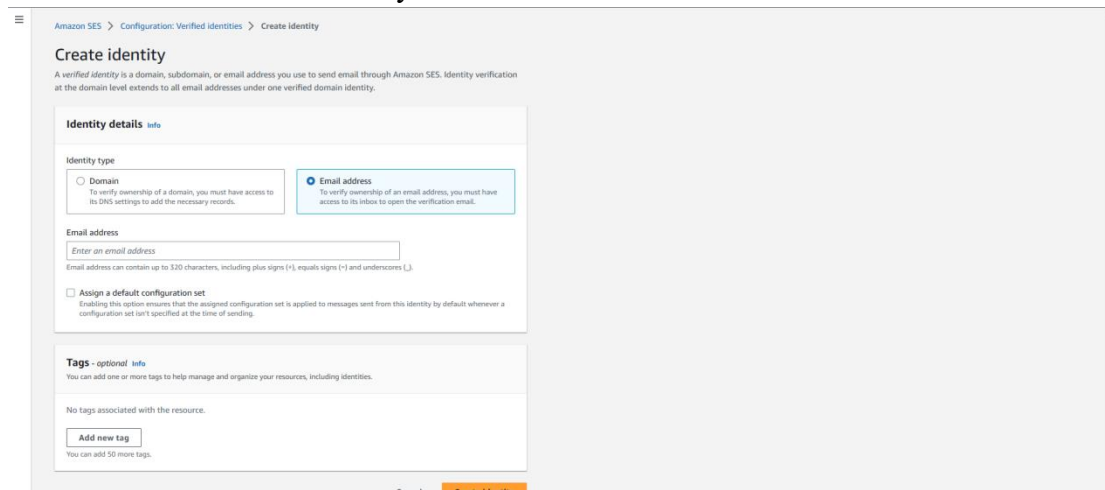
## 4. Configure AWS SES

- (1) Search Amazon Simple Email Service on the top-left corner and enter the Amazon SES console.
- (2) Select the desired region at the top-right corner of the server.

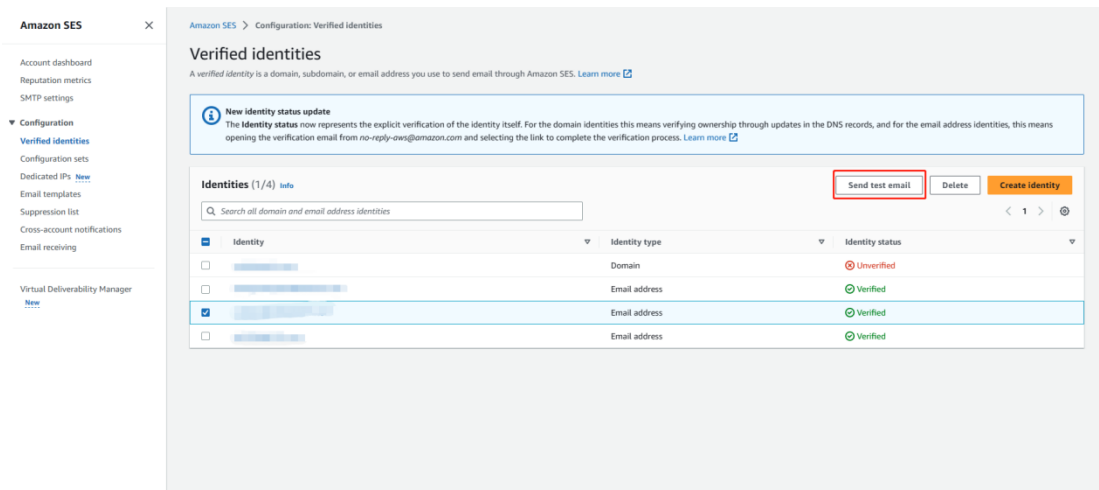
**Note: SES in different regions need to be configured separately**



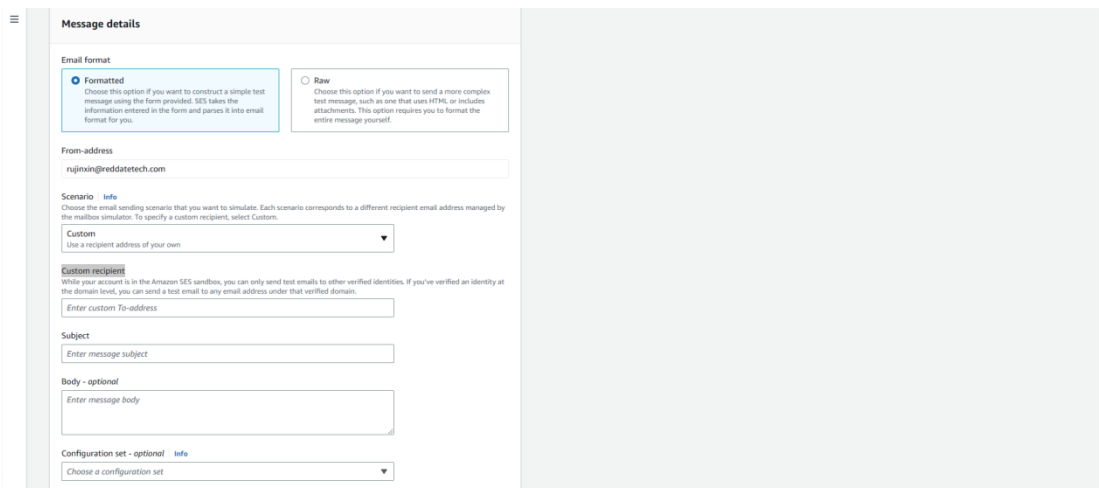
- (3) Create both sender's email address and recipient's email address in "Verified identities" (for sandbox testing purposes)
  - ① Select "Email address" as the identity type.
  - ② Enter an email address.
  - ③ Create the identity.



- (4) Select the sender or recipient, and click the "Send test email" button.
  - ① Send a testing email.



- ② Select “Custom” in the “Scenario” section and enter the recipient’s email address.



- (5) The test is considered successful when the recipient receives the testing email.

## 5. Move out of the Sandbox environment.

- (1) Enter the AWS SES console and click the “Request production access” button.  
**Note:** Staying in the sandbox environment, the system will be only able to send testing emails to the verified email address.

The screenshot shows the Amazon SES Account dashboard. On the left is a navigation menu with options like 'Account dashboard', 'Reputation metrics', 'SMTP settings', 'Configuration', 'Verified identities', 'Configuration sets', 'Dedicated IPs', 'Email templates', 'Suppression list', 'Cross-account notifications', and 'Virtual Deliverability Manager'. The main content area is titled 'Account dashboard' and includes a warning that the account is in the sandbox in US West (N. California). A red box highlights the 'Request production access' button. Below this are sections for 'Sending limits' (Daily sending quota: 200 emails per 24-hour period, Maximum send rate: 1 email per second), 'Account health' (Region: US West (N. California), Status: Healthy), 'Daily email usage' (Emails sent: 0, Remaining sends: 200, Sending quota used: 0.00%), and 'Sending statistics'.

(2) Fill in the Request details.

- ① Choose the appropriate mail type.
- ② Enter the URL of the company's website.
- ③ For the use case description, provide a simple scenario of using AWS SES

The screenshot shows the 'Request production access' form. It includes a 'Request details' section with the following fields: 'Mail type' (Marketing or Transactional), 'Website URL' (https://www.example.com), 'Use case description' (Enter a description), and 'Additional contacts - optional' (Specify up to 4 additional email addresses to include in communications from Amazon SES about your request. Example: contact1@example.com, contact2@example.com). A case ID 'case ID: 12-1111111-301' is visible in the top right corner.

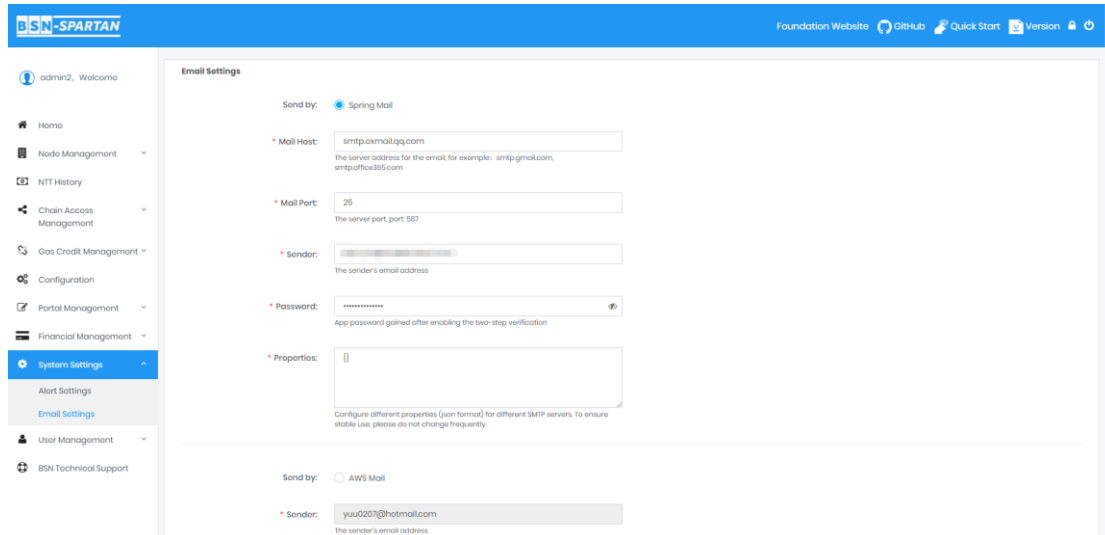
(3) Submit the request, click the case ID at the top-right corner, enter the AWS Support Center, and provide additional information needed to complete the request.

The screenshot shows the Amazon SES Account dashboard after submitting the request. A blue notification banner at the top states: 'More information needed for your production access request. In order for Amazon SES to continue with this request, some additional information on your email sending is required. We have created a support case for a member of our team to work directly with you. Review case ID: 12-1111111-301 in the AWS Support Center and provide the additional information needed to complete your request.' The 'Request production access' button is now disabled.

(4) Wait for the review of AWS, the request is usually approved within 24 hours.

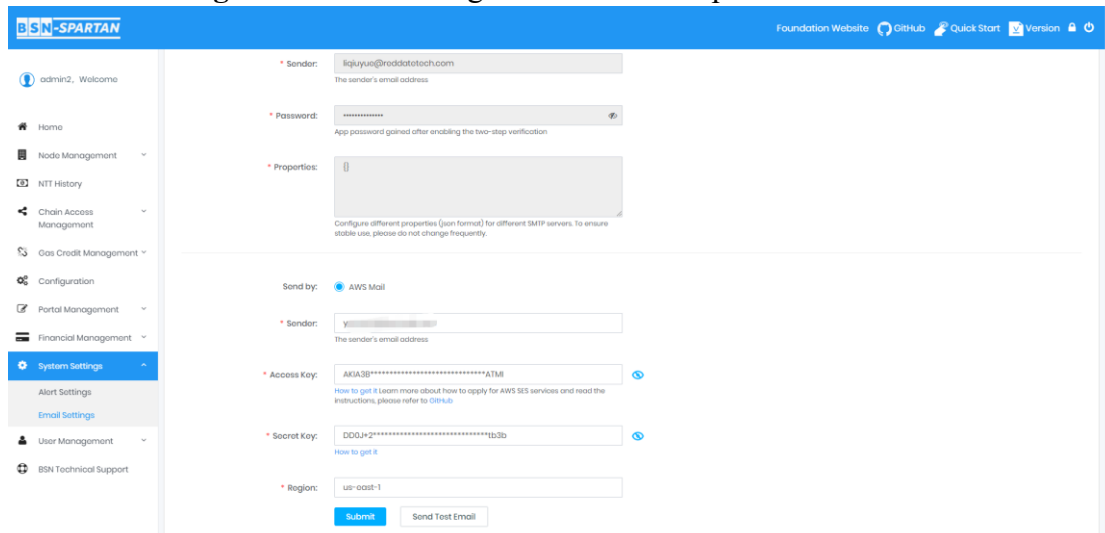
## 6. Configure Email Settings

- (1) Log in to the Data Center Management System. On the left panel, click “System Settings” -> “Email Settings.”



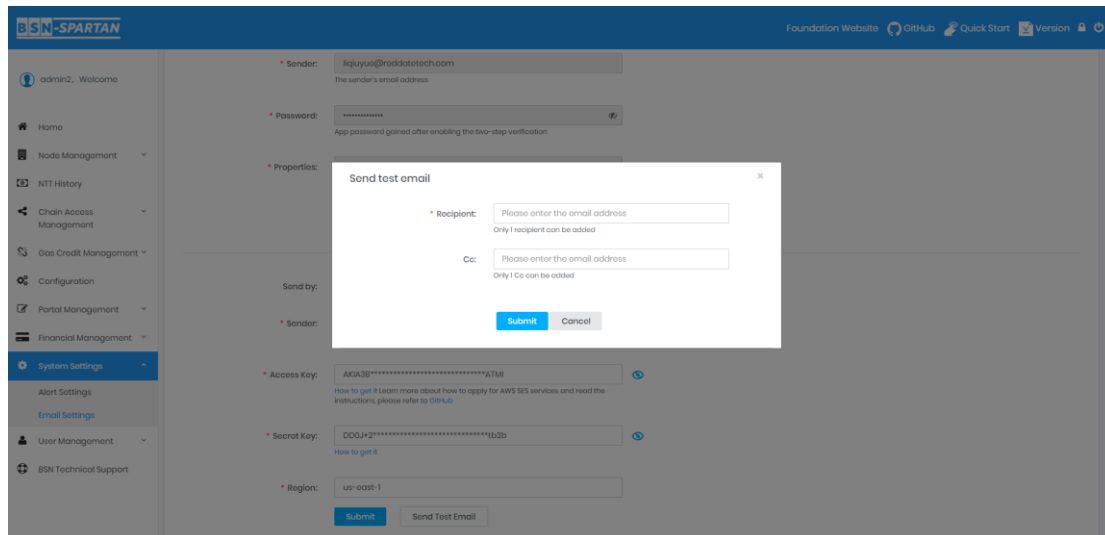
The screenshot shows the BSN-SPARTAN web interface. On the left sidebar, 'System Settings' is selected, and 'Email Settings' is highlighted. The main content area is titled 'Email Settings'. Under 'Send by:', 'Spring Mail' is selected. The configuration fields for Spring Mail are: 'Mail Host' (smtp.exmail.qq.com), 'Mail Port' (25), 'Sender' (a redacted email address), and 'Password' (a redacted password). There is also a 'Properties' field. Below this, there is a section for 'AWS Mail' which is currently unselected. The 'Sender' field for AWS Mail is also visible.

- (2) Select “Send by AWS Mail”
- (3) Enter mandatory information:
  - ① **Sender:** the sender’s email address (the sender should be already verified in AWS SES)
  - ② **Access Key:** The Access key created in step 3
  - ③ **Secret Key:** The Secret access key created in step 3
  - ④ **Region Static:** The Region selected in step 4

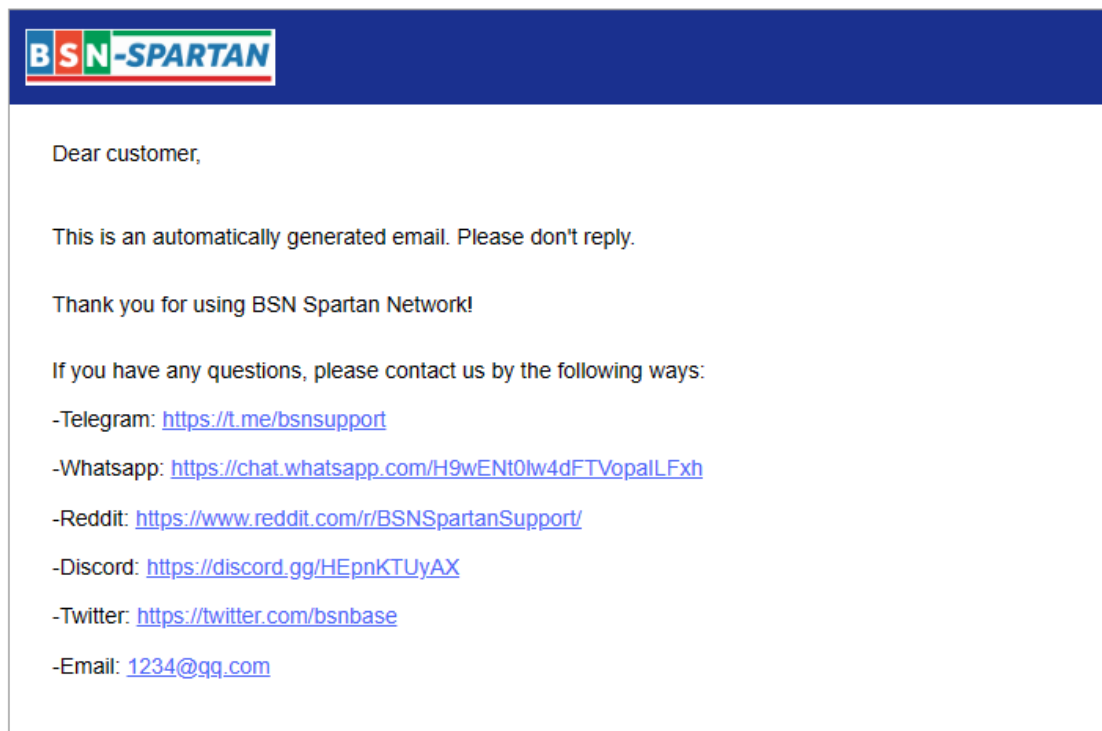


The screenshot shows the BSN-SPARTAN web interface with 'AWS Mail' selected under 'Send by:'. The configuration fields for AWS Mail are: 'Sender' (yuu2021@hotmail.com), 'Password' (a redacted password), 'Access Key' (AKIA3P\*\*\*\*\*ATU8), 'Secret Key' (DDOJ\*\*\*\*\*tB3b), and 'Region' (us-east-1). There is a 'Properties' field and a 'Submit' button. A 'Send Test Email' button is also visible.

- (4) Testing on the email configuration
  - ① **Recipient:** recipient’s email address
  - ② **Cc:** carbon copy to any email addresses (optional)
  - ③ Click to submit



(1) The test is considered successful when the recipient receives the testing email.



(5) The Data Center Management System is configured to send emails via AWS SES.

Note: Amazon Simple Email Service (SES) is a pay-as-you-go service based on the volume of emails sent and received. Please find more information below.

[https://aws.amazon.com/ses/pricing/?nc1=h\\_ls](https://aws.amazon.com/ses/pricing/?nc1=h_ls)