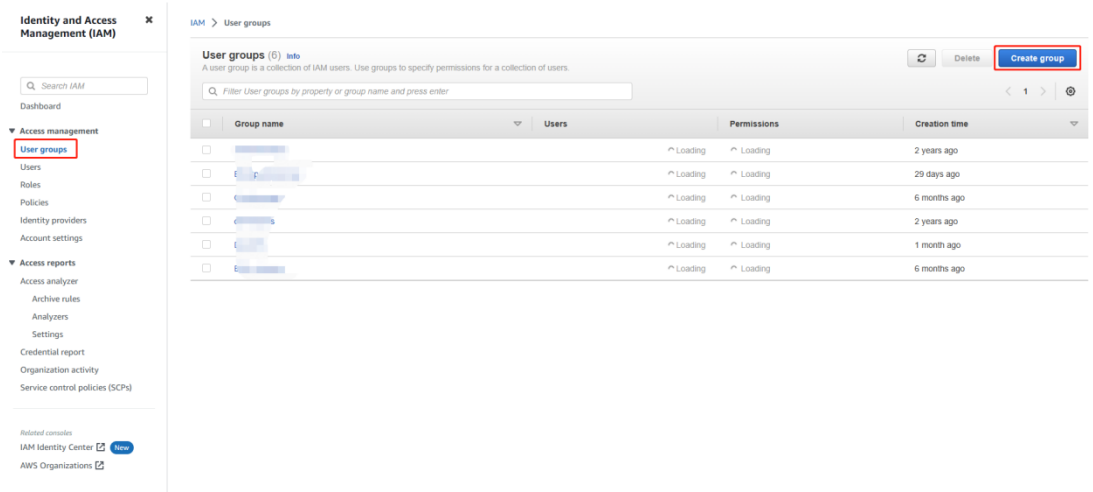
Set up Amazon SES (Simple Email Service)

1. Create an AWS Account

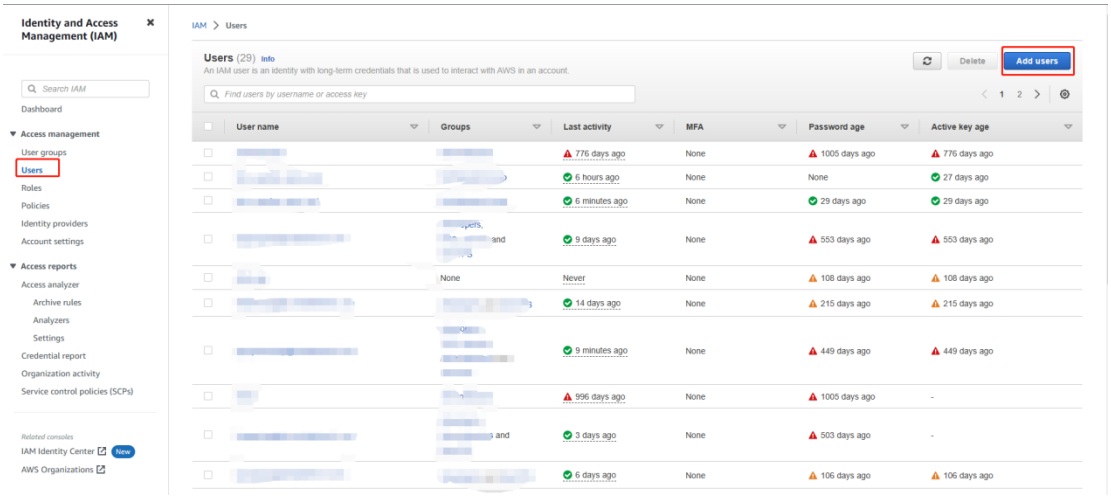
(1) Access AWS official website.
(2) Enter an email address and username, then verify the email address.
(3) Fill in the billing information (Credit card or debit card, expiry date, name on the card, and billing address).

2. Set Account Permissions

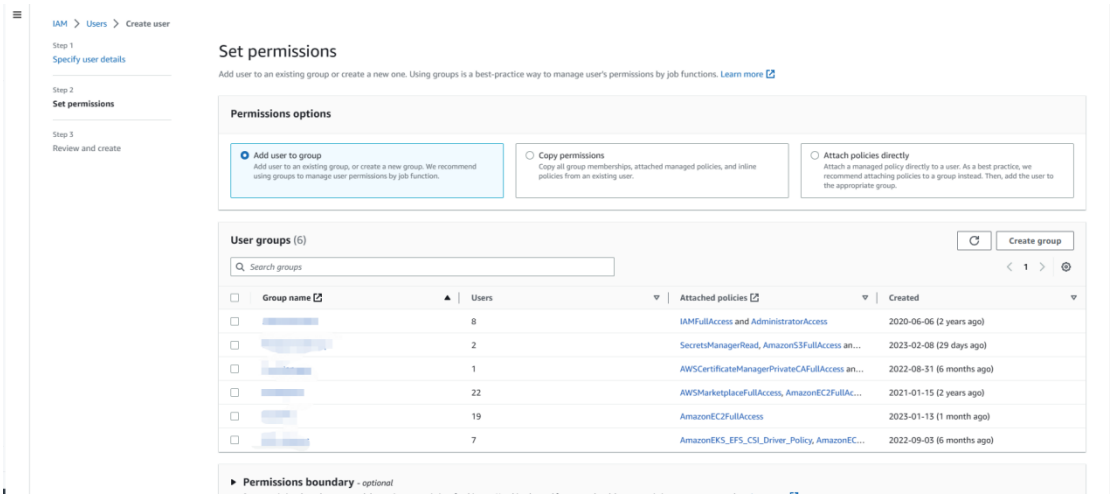
(1) Sign into the official website and access the AWS IAM service.
(2) Enter the “User groups” page, click the “Create group” button, and select the permissions corresponding to SES (AmazonSESFullAccess).



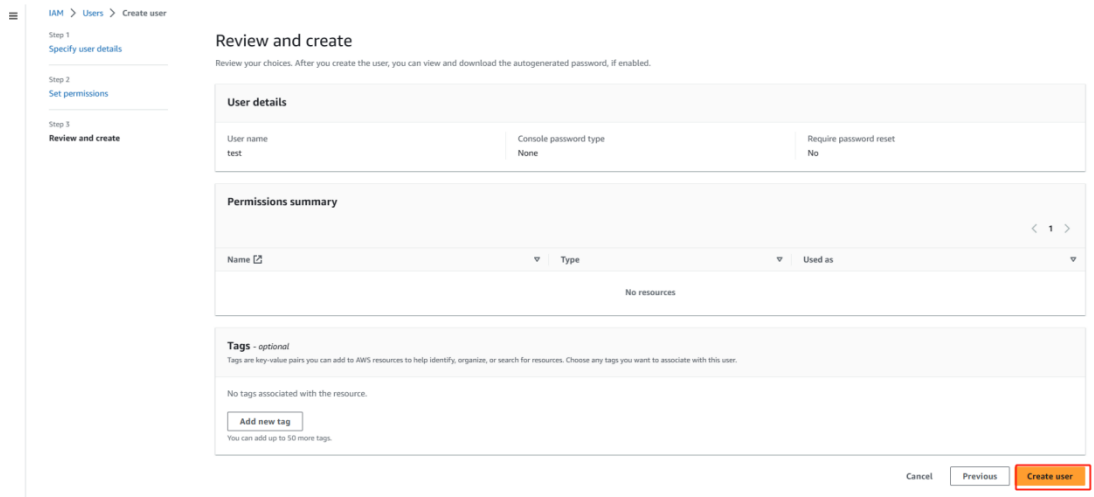
(3) Enter the “Users” page, and click the “Add users” button.



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

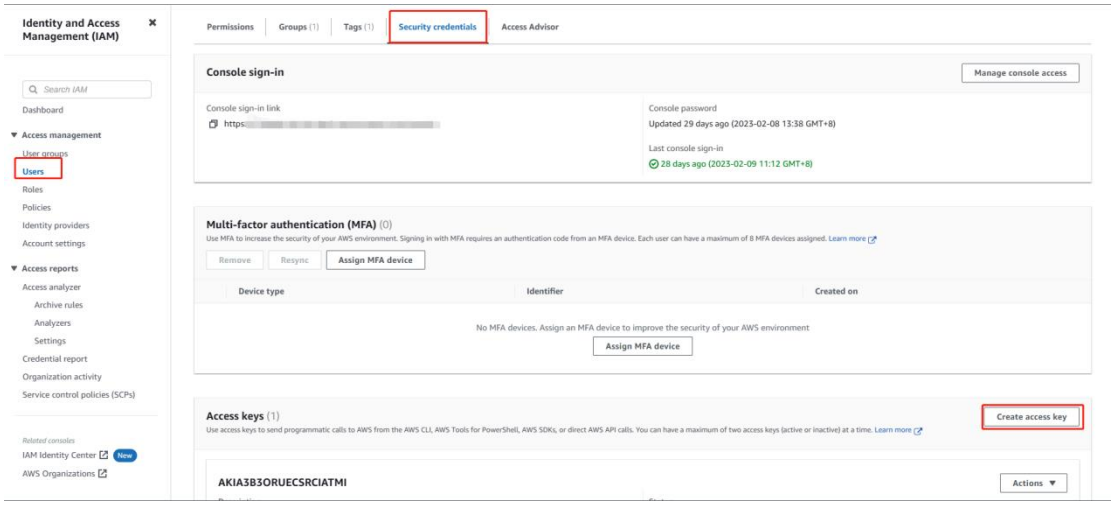


(5) Click the "Create user" button to save the changes.

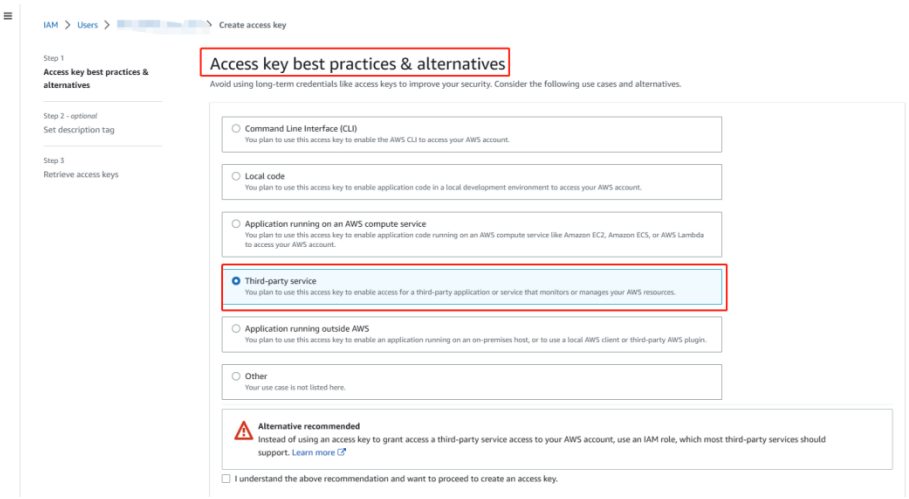


3. Create Access Key

(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.

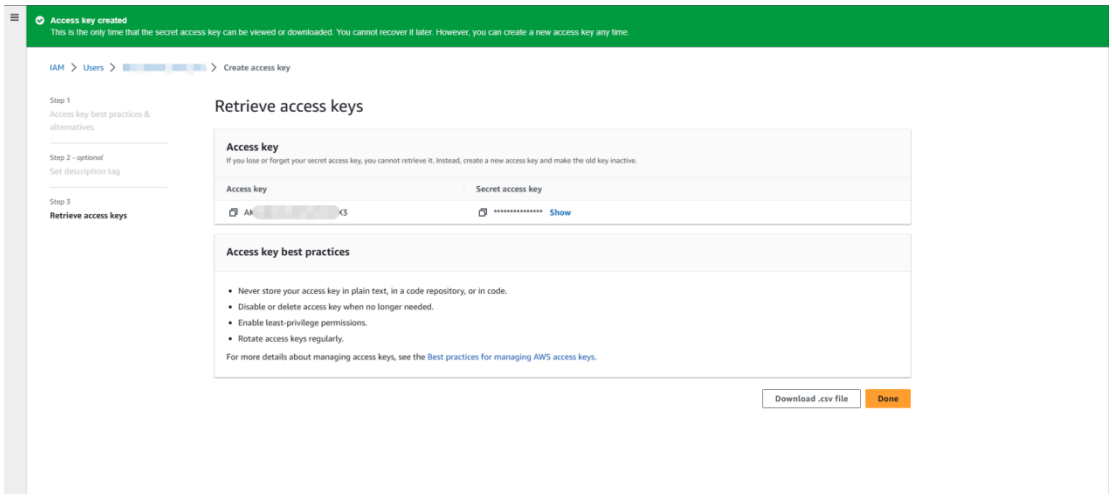


(2) On the submenu “Access key best practices & alternatives” page, select “Third-party service.”



(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.

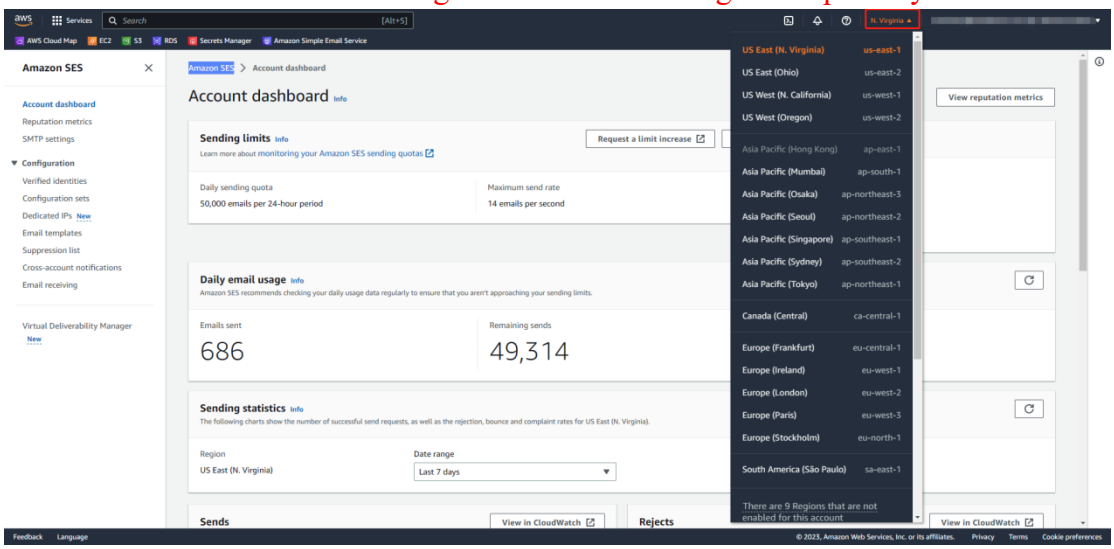


4. Configure AWS SES

(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

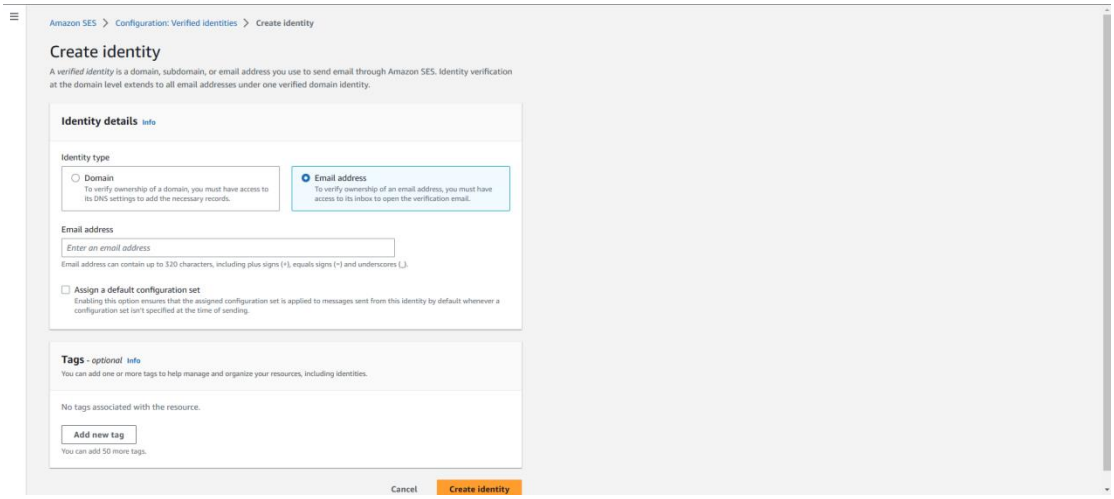


(3) Create both sender's email address and recipient's email address in "Verified identities" (for sandbox testing purposes)

① Select "Email address" as the identity type.

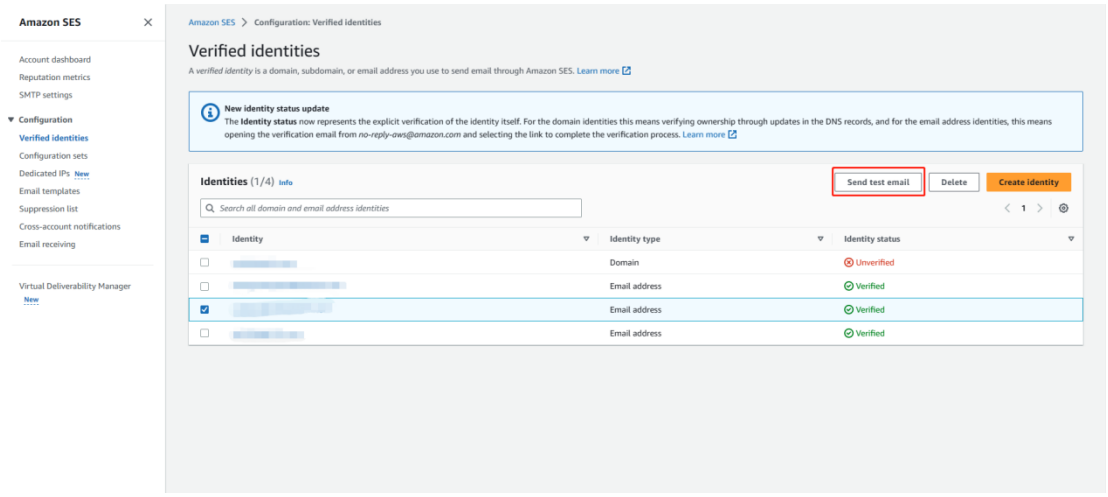
② Enter an email address.

③ Create the identity.

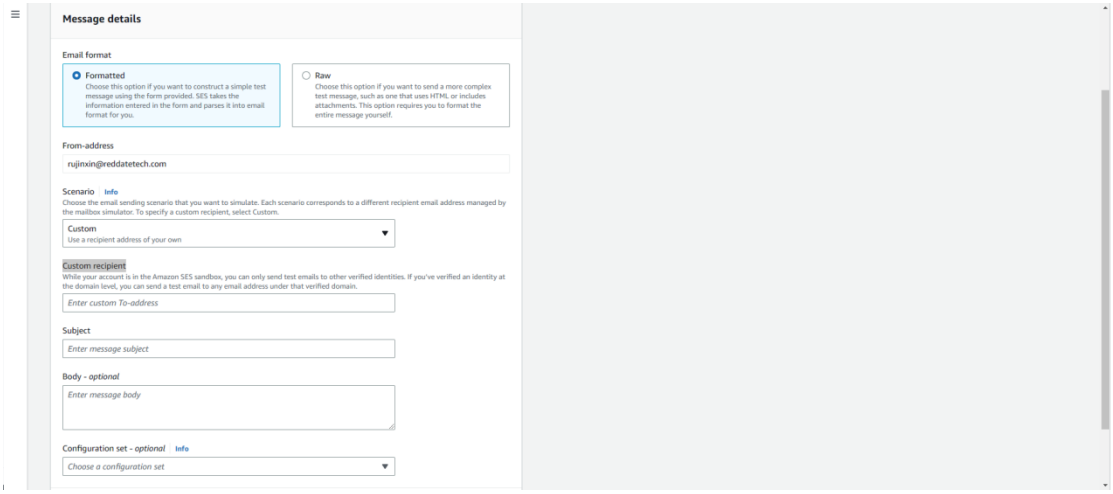


(4) Select the sender or recipient, and click the "Send test email" button.

① Send a testing email.



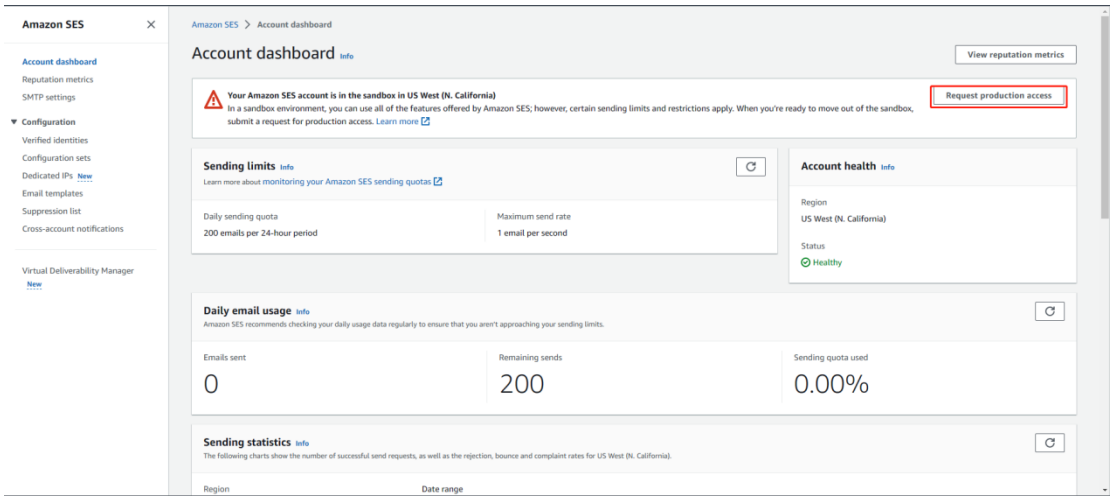
② Select “Custom” in the “Scenario” section and enter the recipient’s email address.



(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.

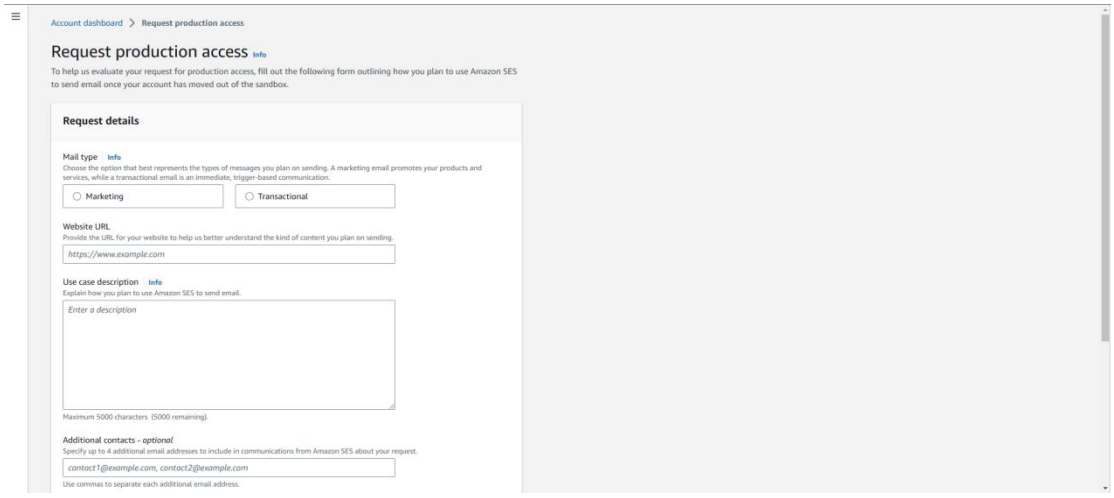


(2) Fill in the Request details.

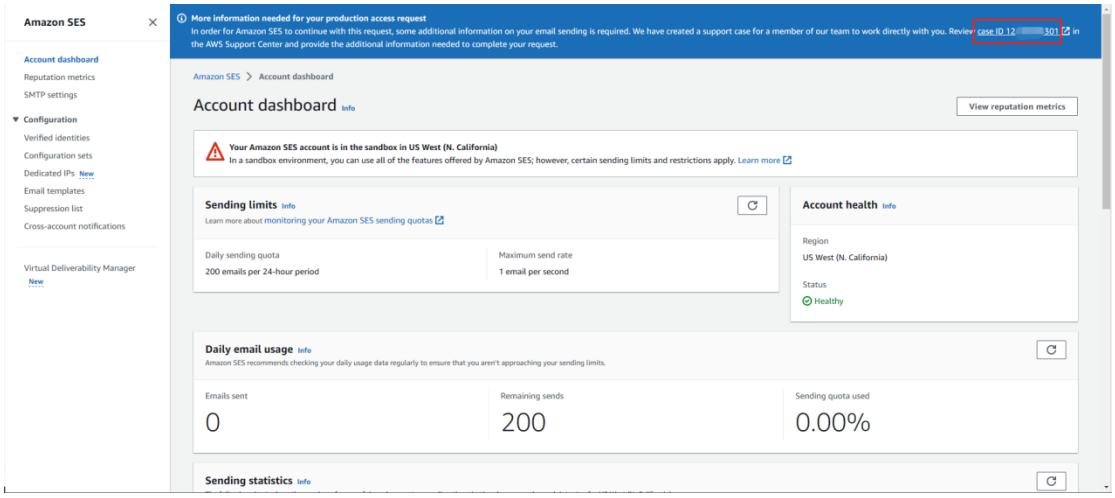
① Choose the appropriate mail type.

② Enter the URL of the company's website.

③ For the use case description, provide a simple scenario of using AWS SES



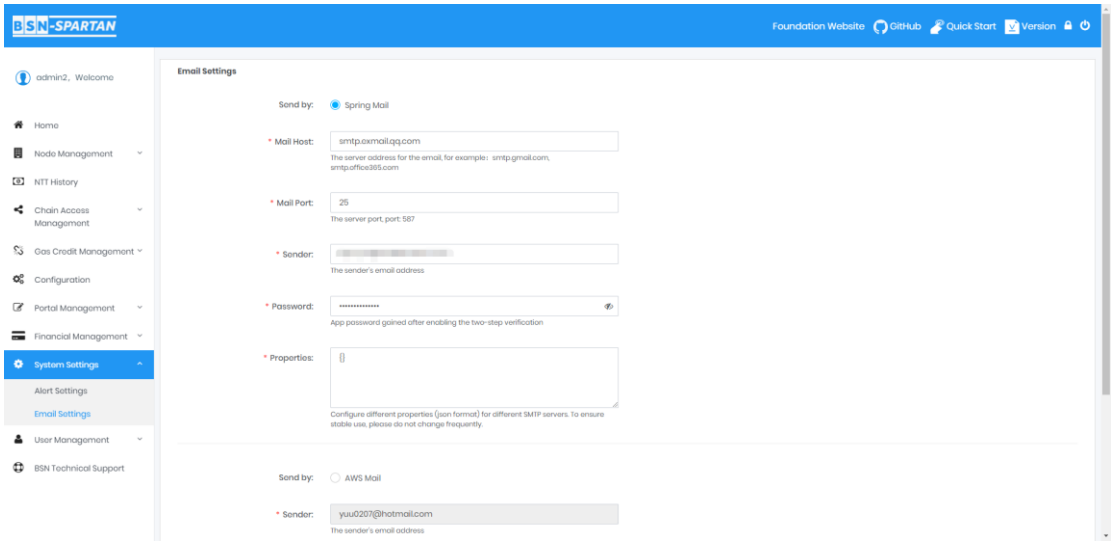
(3) Submit the request, click the case ID at the top-right corner, enter the AWS Support Center, and provide additional information needed to complete the request.



(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."



(2) Select "Send by AWS Mail"

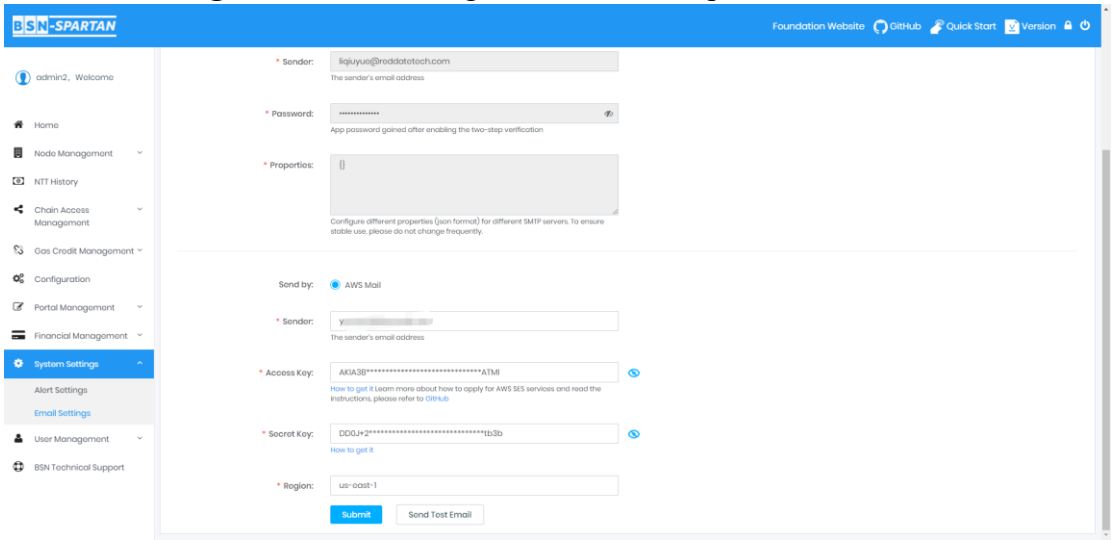
(3) Enter mandatory information:

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

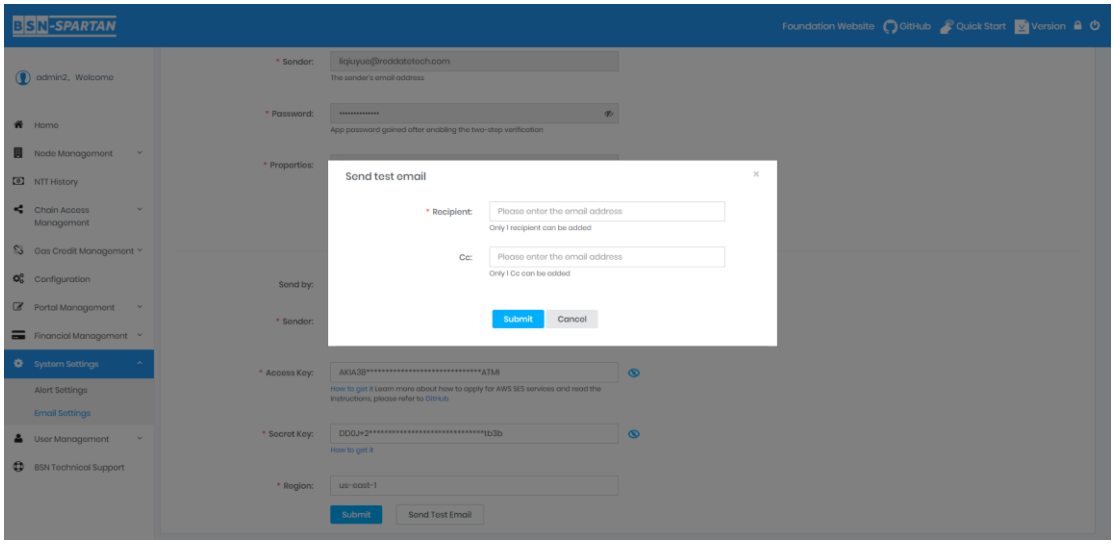


(4) Testing on the email configuration

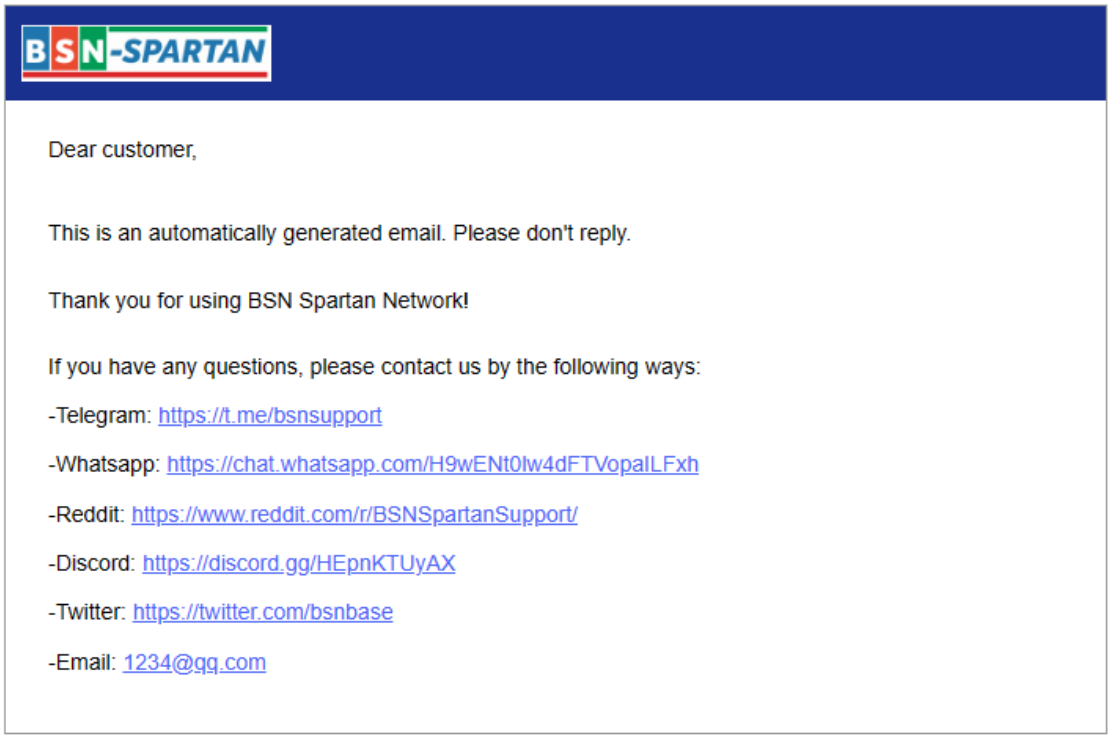
① **Recipient**: recipient's email address

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