How to Send Out Notification Emails Using WordPress
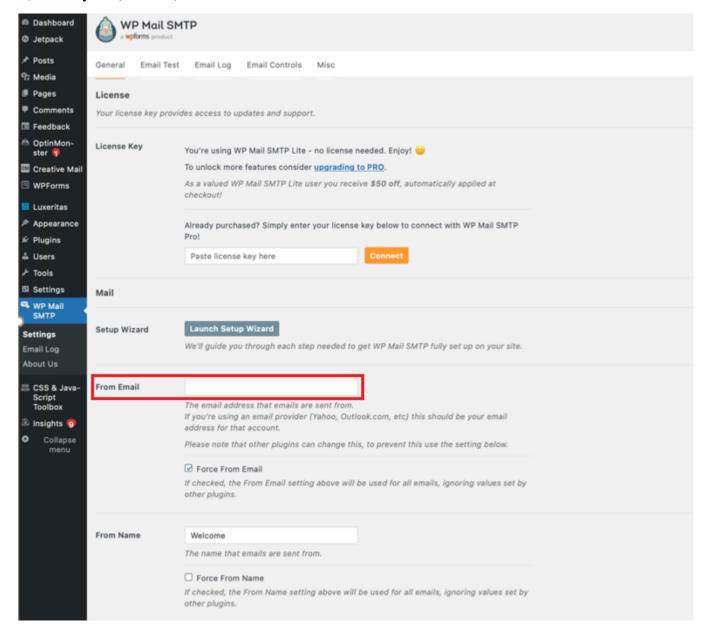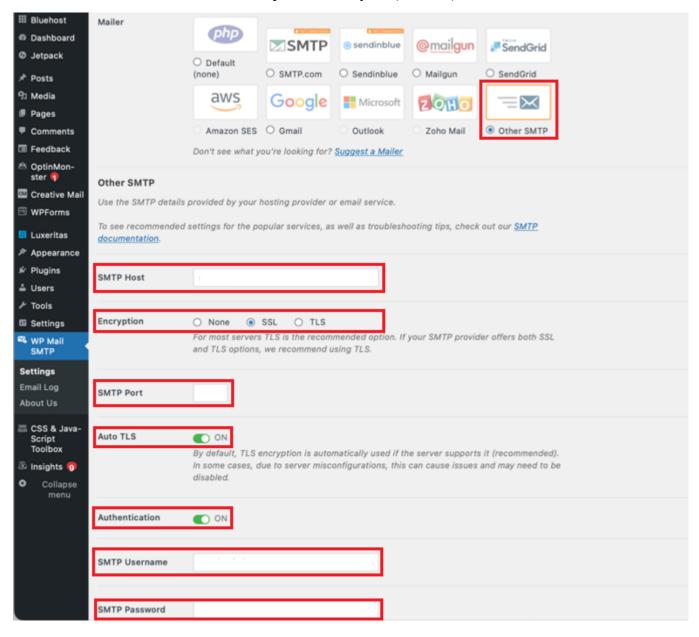
1) It is recommended to create a new email account just for sending out notification emails.

2) Install the WP Mail SMTP plugin (https://wordpress.org/plugins/wp-mail-smtp/) on WordPress Dashboard

3) Enter your (sender's) email address as shown below:

4) Work on the following sections:
   a. **Mailer:** Select Other SMTP.
   b. **SMTP Host:** This varies depending on what email account you use. If using a Gmail account, for example, it will be "smtp.gmail.com". You can google it, typing "What is my SMTP host". Consult your hosting company if using your server's email account.
   c. **Encryption:** Select either SSL or TLS with the latter being more secure.
   d. **SMTP Port:** Enter either 465 (if using SSL) or 587 (if using TLS).
   e. **Auto TLS:** Turn it on
   f. **Authentication:** Turn it on
   g. **SMTP Username:** Enter your (sender's) email address.
   h. **SMTP Password:** Enter the password for your (sender's) email address.

5) Write a PHP program like:

```php
<?php

    $to = "receivers_address@gmail.com";
    $subject = "Email title";
    $headers[] = "Cc: other_address@gmail.com"; // In case you wanna CC
    $message = "This is a test email.";
    wp_mail($to, $subject, $message, $headers);
```