

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:

The screenshot shows the WP Mail SMTP plugin settings page. The left sidebar contains the WordPress dashboard menu with 'WP Mail SMTP' highlighted. The main content area has tabs for 'General', 'Email Test', 'Email Log', 'Email Controls', and 'Misc'. The 'License' section indicates that no license is needed for the Lite version. The 'Mail' section includes a 'Setup Wizard' button and the 'From Email' field, which is highlighted with a red box. Below the 'From Email' field, there is a checkbox for 'Force From Email' which is checked. The 'From Name' field is also visible with the value 'Welcome'.

WP Mail SMTP
a wpforms product

General Email Test Email Log Email Controls Misc

License
Your license key provides access to updates and support.

License Key
You're using WP Mail SMTP Lite - no license needed. Enjoy! 😊
To unlock more features consider [upgrading to PRO](#).
As a valued WP Mail SMTP Lite user you receive \$50 off, automatically applied at checkout!

Already purchased? Simply enter your license key below to connect with WP Mail SMTP Pro!
Paste license key here **Connect**

Mail

Setup Wizard **Launch Setup Wizard**
We'll guide you through each step needed to get WP Mail SMTP fully set up on your site.

From Email
The email address that emails are sent from.
If you're using an email provider (Yahoo, Outlook.com, etc) this should be your email address for that account.
Please note that other plugins can change this, to prevent this use the setting below.

☒ **Force From Email**
If checked, the From Email setting above will be used for all emails, ignoring values set by other plugins.

From Name **Welcome**
The name that emails are sent from.

☐ **Force From Name**
If checked, the From Name setting above will be used for all emails, ignoring values set by other plugins.

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.

The screenshot shows the WP Mail SMTP settings page. The left sidebar contains a menu with items like Bluehost, Dashboard, Jetpack, Posts, Media, Pages, Comments, Feedback, OptinMonster, Creative Mail, WPForms, Luxeritas, Appearance, Plugins, Users, Tools, Settings, WP Mail SMTP, Settings, Email Log, About Us, CSS & JavaScript Toolbox, Insights, and Collapse menu. The main content area is titled 'Mailer' and shows various email service providers with their logos and radio buttons for selection. The 'Other SMTP' option is selected and highlighted with a red box. Below this, the 'Other SMTP' section contains several fields and options, all of which are highlighted with red boxes: 'SMTP Host' (text input), 'Encryption' (radio buttons for None, SSL, and TLS, with SSL selected), 'SMTP Port' (text input), 'Auto TLS' (toggle switch set to ON), 'Authentication' (toggle switch set to ON), 'SMTP Username' (text input), and 'SMTP Password' (text input). A note at the bottom of the 'Encryption' section states: 'For most servers TLS is the recommended option. If your SMTP provider offers both SSL and TLS options, we recommend using TLS.'

5) Write a PHP program like:

```
<?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);
```