

To Set-Up Email on Booked

- 1) Run an ethernet cable from a live network port to the server Mac that runs booked
- 2) The Mac should automatically route internet connections through the ethernet port
 - a) Verify this by opening a webpage
 - i) If you cannot get the webpage to open, check network settings.
 - ii) If network settings do not fix, try a restart
 - iii) If the internet cannot be found via ethernet while the router is connected to the MACO wifi there is a further issue that cannot be resolved easily - so stop here. :(
- 3) Establish an email route
 - a) Determine which email service you want to use.
 - i) Set up the email on the Mac "mail" application and make sure it can send and receive mail.
 - b) Now setup the Booked email.
 - i) DO NOT CHANGE ~~OMISSION HERE~~
 - ii) <https://www.bookedscheduler.com/images/community-contrib/Booked-gmail.pdf>
 - iii) Set "Enable email" to true, Fill in phpmailer settings, change settings under reservation.notify
 - iv) Any email service should work as long as you can get the IMAP settings in the same way as you can from the gmail account.
 - v) Note: This info is present in the Mail application settings on the checkout mac that we use for mail.
- 4) When the booked settings are correct you can test the email.
 - a) Log in as an Admin and navigate to "Application Configuration" (where you changed the phpmailer settings from the guide)
 - b) Scroll down to reservation.notify - these are the notification settings for the email portion of the software
 - i) There are four types of notifications:
 - (1) Add - email when a new reservation is created for a user
 - (2) Delete - email when a reservation is denied/deleted
 - (3) Update - email when a reservation is updated
 - (4) Approval - email when a reservation is approved
 - ii) Note: You will see Group Admin, Resource Admin and Application Admin for each notification type - check them all for now.
 - iii) Notifications will now be sent during the selected actions.
 - iv) NOTE: You will need to set up the user that is going to be receiving emails to actually receive them, to do this, login from the user:
 - v) Goto My Account
 - vi) Goto Notification Preferences - and set the preferences - emails will now work for this user.