

## Configuring

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# Configuring to send email during processing

You can configure RICOH ProcessDirector to send email as a step in a workflow, or send email notifications when input device, printer or job events occur.

You must install the PDF Document Support feature to use the **EmailDocuments** step. You can use the **EmailDocuments** step to send emails with individual documents as attachments.

You must have an email server installed and configured to let RICOH ProcessDirector send email with it.

To configure to send email:

1. Collect this information about your SMTP server:
  - Network IP address or fully-qualified host name
  - TCP port number (the standard port for SMTP is 25)
  - Type of security (SSL, TLS, or none) and the TCP port that the secure connection uses

⬇ **Note:**

- RICOH ProcessDirector supports SSL v3 and TLS v1.2 connections without certificate authentication.

2. If the SMTP server requires a user ID and password, create them on your SMTP server so RICOH ProcessDirector can log in to the SMTP server to send email.
3. Use the information from the previous steps to configure the RICOH ProcessDirector system properties for the SMTP server.
  1. Click the **Administration** tab.
  2. In the left pane, click **Setting ⇒ System**.
  3. On the **Email/SMTP** section, define the values for all **SMTP** and **Email** properties that RICOH ProcessDirector uses to communicate with the SMTP server.

⬇ **Note:**

- You can also use the **Alternate SMTP** properties to communicate with the SMTP server if the **SMTP server type** property is set to **Alternate** for the **SendEmail** or **EmailDocuments** step template. You cannot use the **Alternate SMTP** properties for email notifications.

You can now add the **SendEmail** or **EmailDocuments** step template to your workflows to send an email at different points during job processing, or define notification objects to send emails when input device, printer or job events occur.

Parent topic: [Email and progress updates](#)