**Walkthrough:Send Mail Task**

Drag a Send Mail Task into a blank package.

**2.** Right-click in the connection manager and select New Connection.

**3.** Select the SMTP connection from the list and click Add,



Change the SMTP connection name to your company name and SMTP, for example, **Your Server Name**.

**5.** Set the SMTP connection description to **My companys SMTP Server**.

**6.** Set the SMTP connection server to the actual SMTP Server connection.

**7.** Place a check in Windows Authentication if your company uses Windows Authentication to send SMTP e‑mail.

**8.** Place a check in Enable Secure Sockets Layer (SSL) if your SMTP server requires a secure connection.

**9.** Once you have completed the previous steps, the SMTP connection should look like



Click OK in both open windows to return to the Control Flow.

**11.** Double-click the Send Mail Task to open the editor.

**12.** Name the Send Mail Task **Send Package Info**.

**13.** Set the Send Mail Task description to **Send email to users containing the package information**.

**14.** Click the Mail node on the left-hand side of the Send Mail Task Editor window.

**15.** Set the SMTPConnection to the SMTP connection you created.Set the From address to your e‑mail address.

**17.** Set the To address to your e‑mail address. (If you have two e‑mail addresses, you can set From and To to the two different e‑mail addresses. This is true as long as the SMTP server allows you to send and receive e‑mail from these e‑mail addresses.)Set the Subject line to **Email From Package**.

**19.** Set the MessageSourceType to Direct Input.

**20.** Set the MessageSource to **The Send Mail Package Finished**. The Send Mail Task should look similar to Figure

Click OK.

**22.** Run the package by clicking the green debug arrow on the toolbar; you should receive an e‑mail .