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District Administration > Options > Email Preferences

This page is used to test and set up an LEA's ASCENDER email preferences.

Set up email preferences:

Field	Description
From Address	Type the email address to be displayed in the From field when composing a TxEIS generated email message.
SMTP Server URL	Type the address to connect to the SMTP (simple mail transfer protocol) email server.
Protocol	Select SMTP (simple mail transfer protocol) or select SMTPS (secure simple mail transfer protocol) to connect through the secure socket layer (SSL). By default, the field is set to SMTP.
Port	Type the port number for the SMTP or SMTPS server URL. By default, the SMTP port is set to 25 and the SMTPS is set to 465.
User ID	Type the account used to connect to the email server.
Password	Type the password associated with the User ID .

CAUTION: If you click **Save**, the changes will replace the existing ASCENDER email preferences in the DBA Assistant application. Do not click **Save** if you are only testing the email functionality.

☐ Click **Save**.

Test Direct Email	Click to send a test email message from the From Address to the same address. Check your email messages to ensure that the test email message was delivered. Note: The test direct email message is generated directly from the District Administration application.
Test Email Queue	Click to send a test email message to the From Address from the Email Message Queue. Note: The test email queue message is generated from the Email Message Queue, which is a separate application that generates the email messages through a job queue.