

QUICK REFERENCE GUIDE

Email Set Up

Step 1

Time:
5 Minutes +

Tools:
No Tools Required

Difficulty:
Moderate



Email Set Up

Smart 360 POS™

This feature provides the business with the option to send sales receipts to customer via email instead of the printing of a receipt.

Note: To set up this feature, you will need to know your business email settings

1. Open your web browser. Go to <http://backoffice.smart360pos.com>
2. Enter the email and password provided, followed by clicking the Login button

Email :

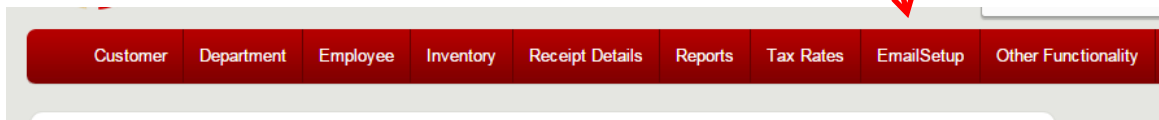
Password :

English ▾

Remember UserName

[Forgot Password](#) [Click Here to Register](#)

3. Select **Email Set Up** from the main screen option



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Please Do Not Return This Product To the Store

Need Help? Have Questions? Please call us
Monday – Friday from 8:30am to 5:30 (EST) at
1-866-961-6673

For additional product information, please visit our website:
www.royalsovereign.ca

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4. Enter the information as shown below, followed by pressing the Save button.

- SMTP Server – Enter the address of your outgoing mail server
- SMTP Server Port – Enter the port number used to communicate with your outgoing mail server
- SMTP Authentication Type – Select the server's authentication method
- Use SSL – Select this option if the server requires the use of a Secure Socket Layer to communicate with it
- Username – Enter the email address from which the email will be sent
- Password - Enter the Password for the email address

SMTP Server:	<input type="text" value="smtp.mail.me.com"/>
SMTP Server Port:	<input type="text" value="587"/>
SMTP Authentication Type:	<input type="radio"/> Anonymous / None <input type="radio"/> Basic (Clear Text) <input checked="" type="radio"/> NTLM
Use SSL:	<input type="checkbox"/>
Username:	<input type="text" value="ca.support@royalsovereign.com"/>
Password:	<input type="password" value="*****"/>
Email Subject:	<input type="text" value="Thank You For Your Business"/>
Store Name: (Displayed with your email address)	<input type="text" value="Royal Sovereign "/>

Save

Congratulations! You have successfully created the email set up option to allow the business to send customer sales receipts. For more information, please refer to other Quick Reference Guides or for other details refer to: www.royalsovereign.ca