



# **Configuring your email**

## **OnCommand Insight**

NetApp  
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# Configuring your email

You must configure OnCommand Insight to access your email system so that the OnCommand Insight Server can use your email to deliver reports, to which you subscribe, and transport support information for troubleshooting to NetApp technical support.

## Email configuration prerequisites

Before you can configure OnCommand Insight to access your email system, you need to discover the host name or IP address to identify the (SMTP or Exchange) mail server and allocate an email account for OnCommand Insight reports.

Ask your email administrator to create an email account for OnCommand Insight. You will need the following information:

- The host name or IP address to identify the (SMTP or Exchange) mail server used by your organization. You can find this information through the application you use to read your email. In Microsoft Outlook, for example, you can find the name of the server by viewing your account configuration: Tools - E-mail accounts - View or change existing email account.
- Name of email account through which OnCommand Insight will send regular reports. The account must be a valid email address in your organization. (Most mail systems will not send messages unless they are sent from a valid user.) If the email server requires a user name and password in order to send mail, obtain this information from your system administrator.

## Configuring your email for Insight

If your users want to receive Insight reports in their email accounts, you need to configure your email server to enable this feature.

### Steps


1. On the Insight toolbar, click **Admin** and select **Notifications**.
2. Scroll down to the **Email** section of the page.
3. In the **Server** box, enter the name of your SMTP server in your organization, which is identified using either a hostname or an IP address (*nnn.nnn.nnn.nnn* format).

If you specify a hostname, ensure that the name can be resolved through DNS.


4. In the **User name** box, enter your user name.
5. In the **Password** box, enter the password for accessing the email server, which is required only if your SMTP server is password-protected. This is the same password that you use to log into the application that lets you read your email. If a password is required, you must enter it a second time for verification.
6. In the **Sender email** box, enter the sender email account that will be identified as the sender on all OnCommand Insight reports.

This account must be a valid email account within your organization.

7. In the **Email signature** box, enter the text that you want to be inserted in every email that is sent.

8. In the Recipients box, click , enter an email address, and click **OK**.

To edit an email address, select the address, and click . To delete an email address, select the address, and click .

9. To send a test email to specified recipients, click .

10. Click **Save**.

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