

**APPLIES TO:**

EMAIL SETUP

**SUMMARY**

This article explains how to Perform the EMAIL SETUP.

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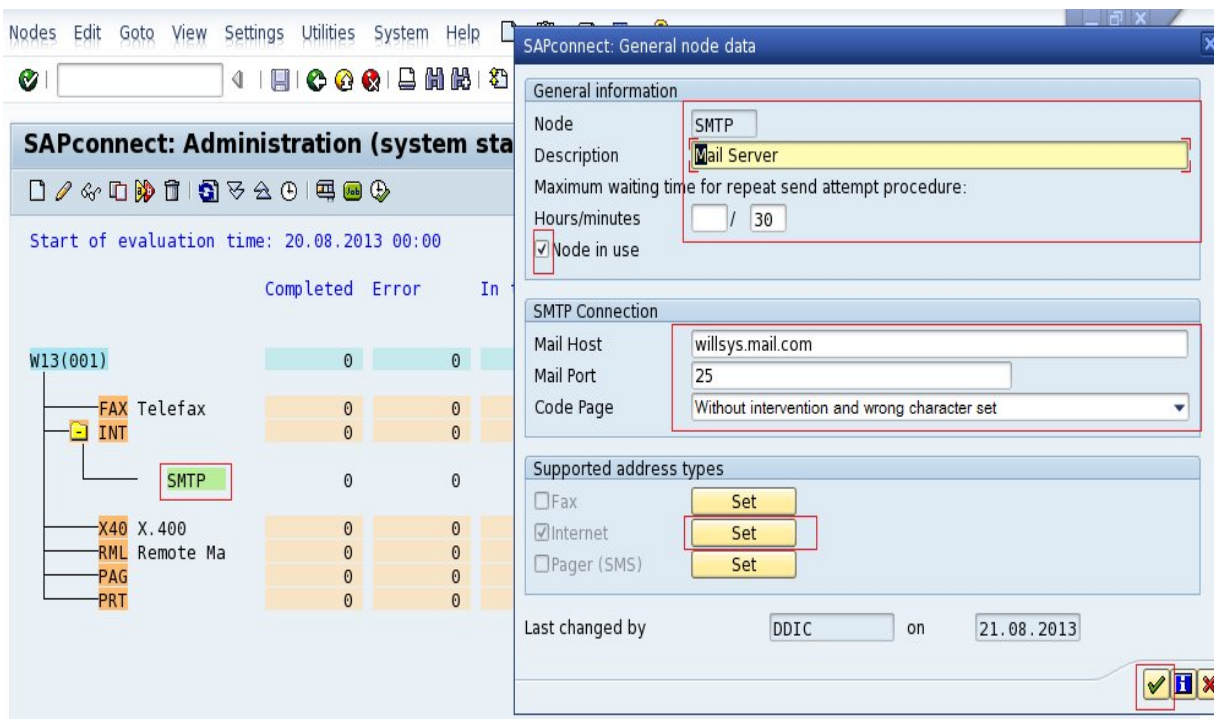
**CREATED ON:**

10<sup>th</sup> Feb 2015.

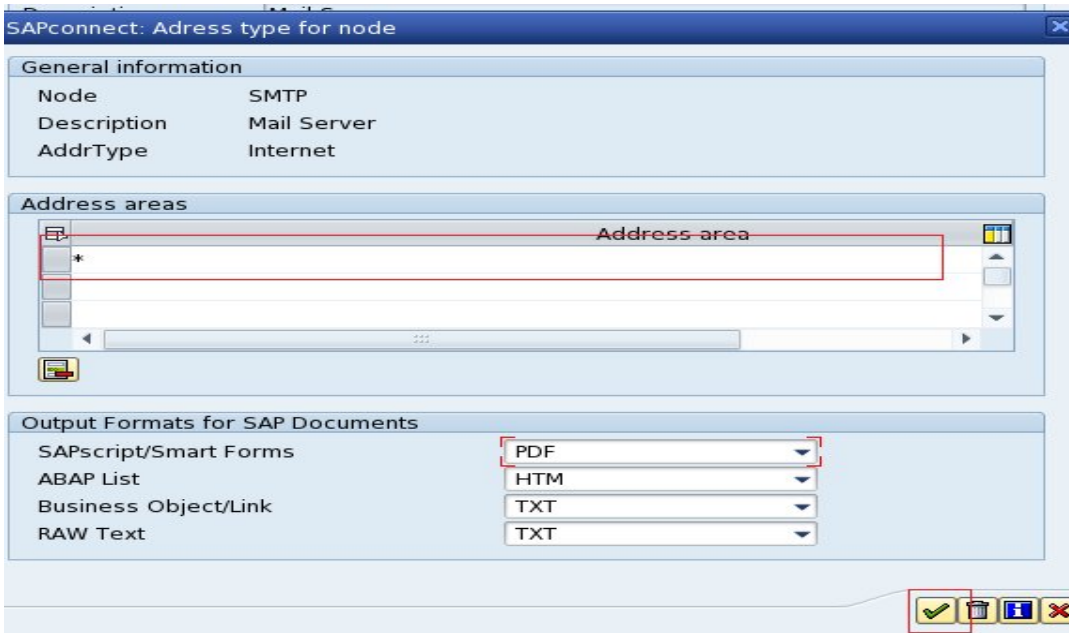


**EMAIL SET UP**

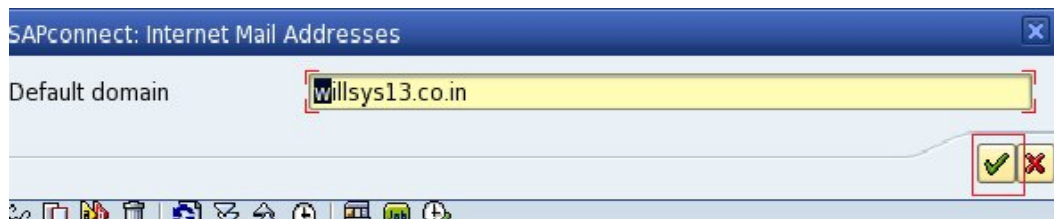
1. Start transaction **SCOT** and go to View --- **System Status**
2. Double-click on **SMTP node** and a **popup** will display below:
  - Provide description as Mail server.
  - Check the check box **“Node in use”**
  - Provide **Mail host Address** with full Domain along with port number (**25** is default)
  - Specify the **code page**
  - Click on internet **push** button **“Set”**.



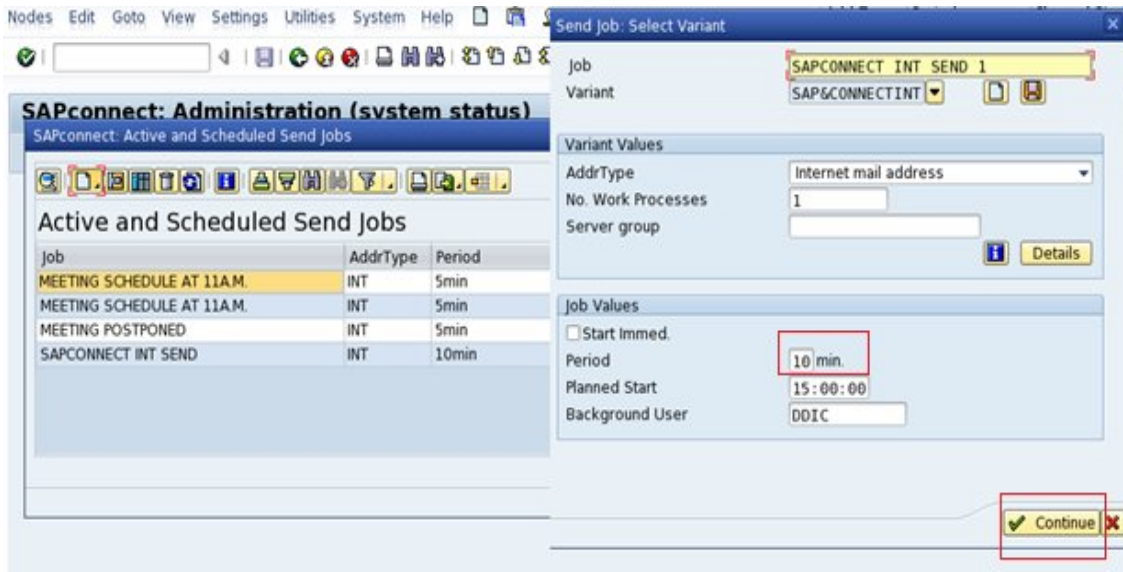
3. Pop up appears: Provide \* (asterisk) mark in the address area and **Continue**  
Select the **output format for SAP documents- pdf/HTM/TXT...**



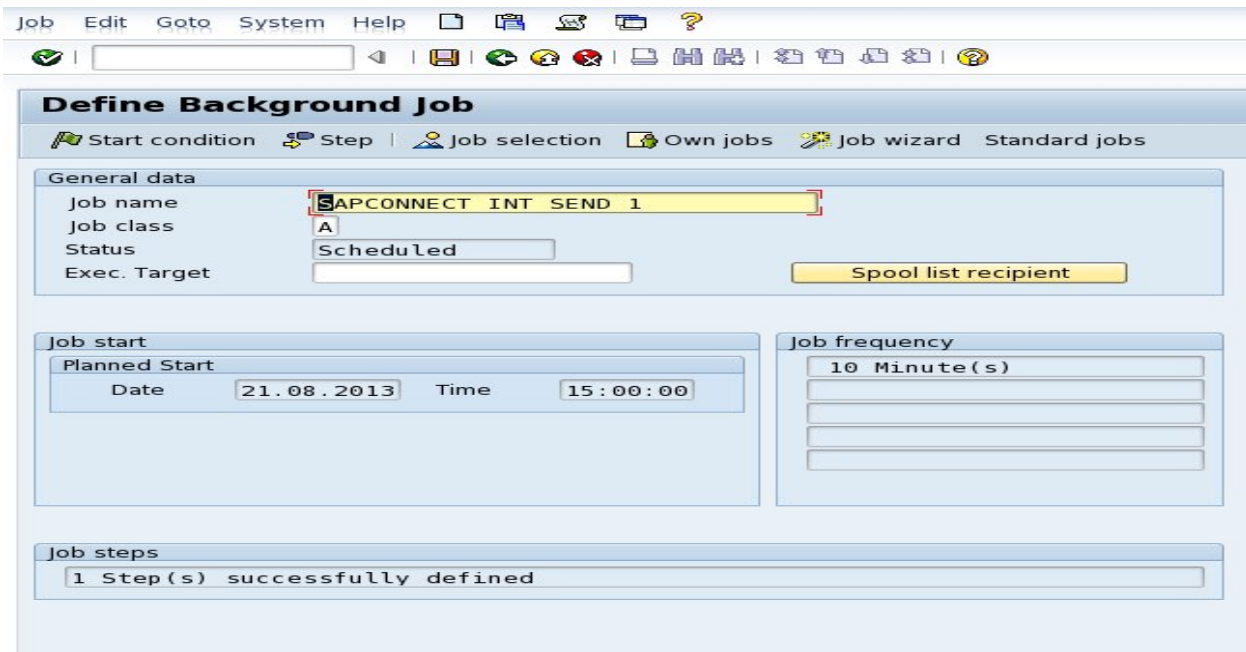
4. Now go to **Settings** in the **main menu** → **default domain** and **define** the domain of the SAP system client. And **continue**.



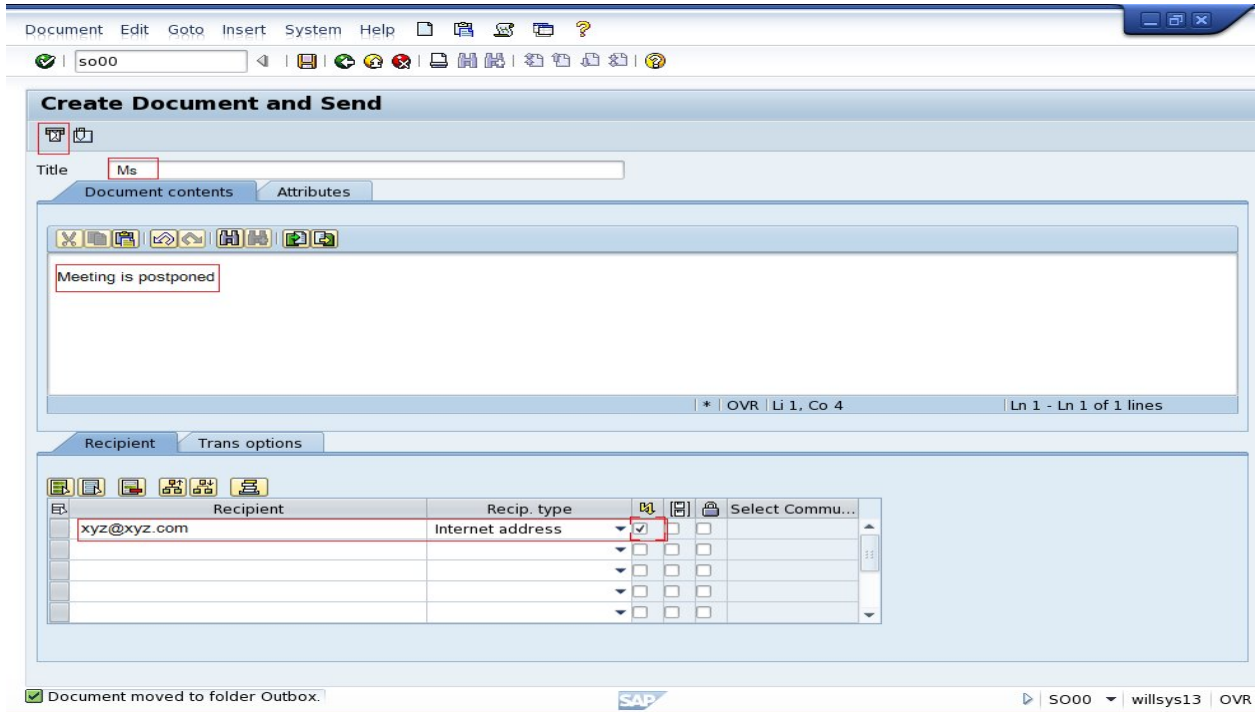
5. Click on **Settings** → **Send jobs** .In the subsequent Screen, Click on the **Create** button to Select Schedule job for INT option. New pop up: Continue



➤ Now the job is scheduled periodically for every **10 min.**



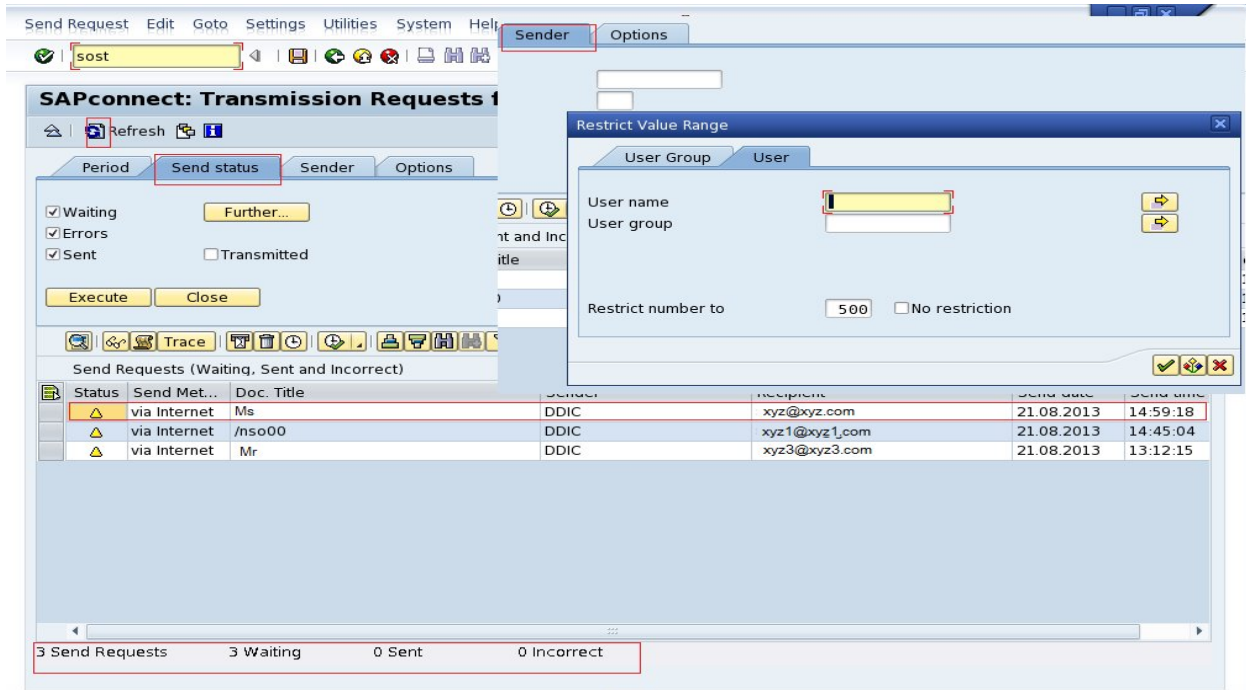
6. Execute T Code – **SO00** to trigger emails from SAP system to either internal or External emails (external email should be allowed on the mail server). Fill the required fields  
Appears on the screen and press send button.



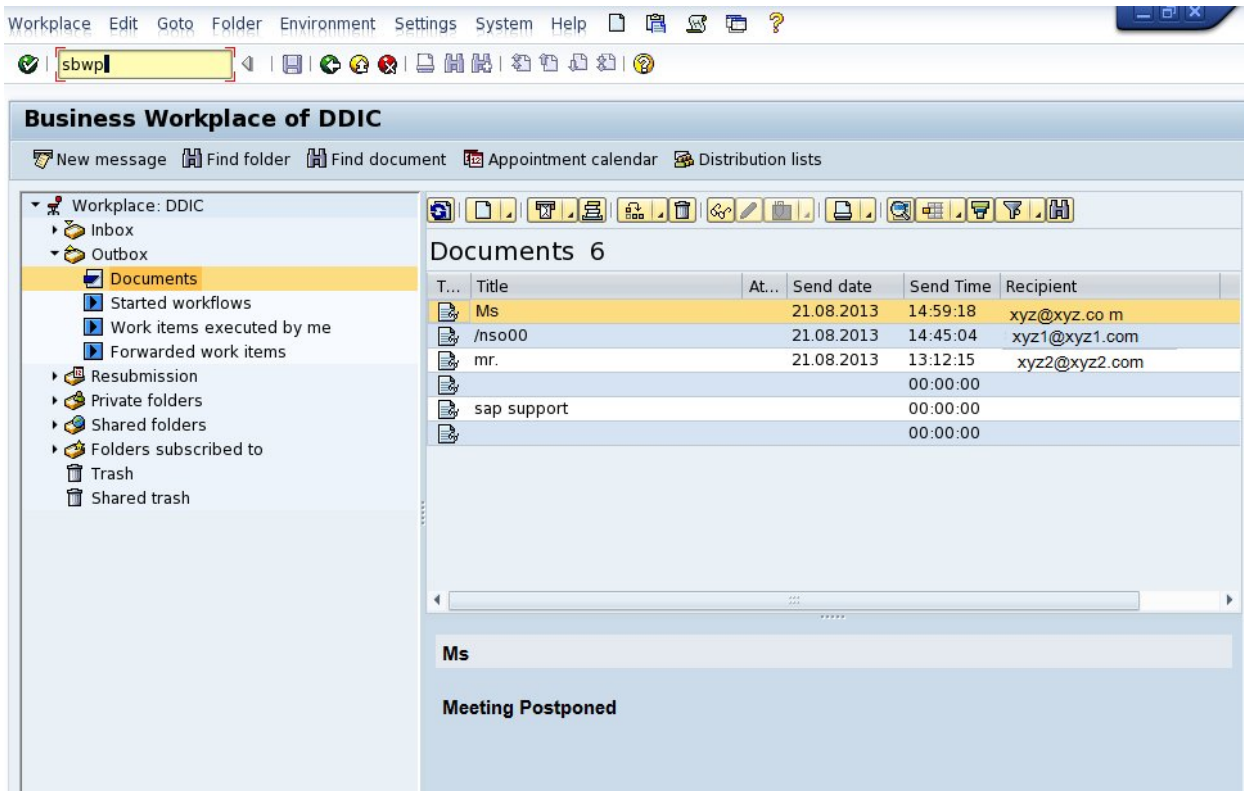


7. Check the email statuses in the following transactions:

- a) Tcode – **SOST** if required choose extra options in sender tab to send multiple mails at a time.



b) Tcode – **SBWP** is internal mail server to trigger messages between **SAP** users. There may be a delay in message processing at external/mail server apart from the background job delay of 10min.



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<http://support.sap.com>

[www.help.sap.com](http://www.help.sap.com)

[www.sdn.sap.com/irj/sdn/index](http://www.sdn.sap.com/irj/sdn/index).

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