

**Confidential Document** 

#### **APPLIES TO:**

EMAIL SETUP

#### **SUMMARY**

This article explains how to Perform the EMAIL SETUP.

#### **AUTHOR:**

K.VENKATA RAMU.

#### **COMPANY:**

WILLSYS INFOSYSTEMS Pvt. Ltd.,

#### **CREATED ON:**

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



Page1of8



## **Confidential Document**

# **EMAIL SET UP**

Email setup is required to trigger notifications, alerts, employees pay slips, PO, invoices, and billing documents in the PDF format.

→Execute SCOT (SAP connect)

 $\rightarrow$ Select the "Node in use".

- $\rightarrow$  Provide mail server host :( willsys.mail.com)
- $\rightarrow$  Mail server host: 25(by default)
  - 1. Start transaction SCOT and go to View --- System Status
  - 2. Double-click on SMTP node and a popup will display below:
    - $\rightarrow$ Provide description as Mail server.
    - $\rightarrow$  Check the check box "Node in use"
    - $\rightarrow$ Provide Mail host Address with full Domain along with port number (25 is default)
    - →Specify the code page

→Click on internet **push** button "Set".

| Ø   4                             | । 📃 । 😋 🚱 🚷 |         | General information  |   |
|-----------------------------------|-------------|---------|--|---|
| SAPconnect: Admir                 | ☆ 🕒   🕮 📾 🤤 | 00:00   | Maximum waiting time for repeat send attempt procedure:       Hours/minutes       Image: Seven |   |
|                                   | Completed E | rror In | SMTP Connection  |   |
| W13(001)                          | 0           | 0       | Mail Host     willsys.mail.com       Mail Port     25  |   |
| FAX Telefax                       | 0           | 0       | Code Page Without intervention and wrong character set   | - |
| SMTP                              | 0           | 0       | Supported address types  |   |
| X40 X.400<br>RML Remote Ma<br>PAG | 0           | 0 0 0   |  |   |
| PRT                               | 0           | 0       | Last changed by DDIC on 21.08.2013   |   |

#### P a g e 2 of 8



#### **Confidential Document**

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

| General informat             | tion              |      |          |   |
|------------------------------|-------------------|------|----------|---|
| Node                         | SMTP              |      |          |   |
| Description                  | Mail Server       |      |          |   |
| AddrType                     | Internet          |      |          |   |
| Address areas                |                   |      |          |   |
| ₽                            |                   | Addr | ess area |   |
| *                            |                   |      |          | - |
|                              |                   |      |          |   |
|                              |                   |      |          | - |
| 4                            | 223               |      |          | • |
|                              |                   |      |          |   |
|                              | (                 |      |          |   |
|                              | for SAP Documents | PDF  | 7        |   |
| SAPscript/Smail<br>ABAP List | TForms            |      |          |   |
| ABAP LIST                    |                   | HTM  | -        |   |
| <b>D</b> : <b>D</b> :        | Ct/Link           | TXT  | -        |   |
| Business Obje<br>RAW Text    |                   |      |          |   |

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

| SAPconnect: Internet I | 1ail Addresses  | ×  |
|------------------------|-----------------|----|
| Default domain         | Willsys13.co.in | ]  |
|                        |                 | ×× |
| 2 6 🕅 🛱 🔊 🕏            | A A   🛱 📠 🕀     |    |



## **Confidential Document**

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

| Pronnect: Active and Scheduled Send Jobs |          | Variant Values<br>AddrType<br>No. Work Processes | Internet mail address       |
|--|----------|--|-----------------------------|
| active and Scheduled Send Jobs           |          | No. Work Processes                               |                             |
| ob AddrTyp                               |          | Server group                                     |                             |
|  | e Period |  | Details                     |
| EETING SCHEDULE AT 11A.M. INT            | Smin     |  |                             |
| IEETING SCHEDULE AT 11A.M. INT           | 5min     | Job Values                                       |                             |
| IEETING POSTPONED INT                    | Smin     | Start Immed.                                     |                             |
| APCONNECT INT SEND INT                   | 10min    | Period<br>Planned Start<br>Background User       | 10 min.<br>15:00:00<br>DDIC |

 $\rightarrow$  Now the job is scheduled periodically for every 10 min.

| eneral data            | 🐉 Step   🙎 Job selection              | Gy Own Jobs 🥢 | ob wizard Standard Jobs |
|------------------------|---------------------------------------|---------------|-------------------------|
| Job name<br>Job class  | A A A A A A A A A A A A A A A A A A A | 1]            |                         |
| Status<br>Exec. Target | Scheduled                             |               | Spool list recipient    |
| b start                |                                       |               | requency                |
| lanned Start           |                                       |               | 0 Minute(s)             |
|                        | 08.2013 Time 15:0                     | 00:00         | 0 Minute(s)             |
|                        |                                       |               |                         |



# **Confidential Document**

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.

| ocument Edit Goto Insert System He       | er D 🛱 🖉 🖻 ?   |                  |                        |
|--|--|------------------|------------------------|
| 🎯   so00 🔍 🖣   🛄   🚱 🌾                   | 8 1 🗳 🛗 🛗 👹 👹 👹 👹 🗐 1 1 8 1                            |                  |                        |
| Create Document and Send                 | L  |                  |                        |
| T  |  |                  |                        |
| Title Ms<br>Document contents Attributes |  |                  |                        |
| xne on HH Pr                             |  |                  |                        |
| Meeting is postponed                     |  |                  |                        |
|  |  |                  |                        |
|  |  |                  |                        |
|  |  |                  |                        |
|  | *  | OVR   Li 1, Co 4 | Ln 1 - Ln 1 of 1 lines |
| Recipient Trans options                  |  |                  |                        |
|  |  |                  |                        |
|  |  |                  |                        |
| Recipient                                | Recip. type 🛛 🖉 📳 🖀                                    | Select Commu     |                        |
|  | Recip. type 😫 🔛 🚔                                      | Select Commu     |                        |
| Recipient                                | Internet address                                       |                  |                        |
| Recipient                                | Internet address                                       | <u> </u>         |                        |
| Recipient                                | Internet address VI III III IIII IIII IIIII IIIIIIIIII | 33               |                        |
| Recipient                                | Internet address                                       | <u> </u>         |                        |
| Recipient                                | Internet address VI III III IIII IIII IIIII IIIIIIIIII | 33               | ⊳ SO00 → willsys13 OV  |

Page5of8



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.
  - →If there is an emergency or to test→select the start send process to trigger emails immediately.
  - →If there is a email congestion and all the mails in the email server lost the mails can be repeated by sent from **SOST.**

| BUD 3 | Request     | t Edit Goto                  | Settings Utilities System | Sender            | Options                 |                                |            |                      |
|-------|-------------|------------------------------|---------------------------|-------------------|-------------------------|--------------------------------|------------|----------------------|
| _     | <u> </u>    | inect: Tr                    | ansmission Reque          |                   |                         |                                |            |                      |
| 2     | C Re        | fresh 🔁 🖪                    |                           |                   | Restrict Value Range    |                                |            | ×                    |
| _     | Period      |                              | atus Sender Option        | s                 | User Group              | User                           |            |                      |
| ₹E    | Vaiting     |                              | Further                   | 🕒 🕒<br>nt and Inc | User name<br>User group |                                |            | Ср<br>Ср             |
|       | Execute     | Close                        |                           | itle              | Restrict number to      | 500 DNo rest                   | riction    |                      |
|       |             |                              |                           |                   |                         |                                |            | ¥ 🎲 🗙                |
| _     |             |                              | ing, Sent and Incorrect)  |                   |                         |                                |            |                      |
|       |             | Send Met                     |                           |                   |                         | necipient                      |            |                      |
| L     |             | via Internet<br>via Internet | Ms<br>/nso00              | DD                |                         | xyz@xyz.com                    | 21.08.2013 | 14:59:18<br>14:45:04 |
|       |             | via Internet                 | Mr                        | DD                |                         | xyz1@xyz1.com<br>xyz3@xyz3.com | 21.08.2013 | 13:12:15             |
|       |             |                              |                           |                   |                         |                                |            |                      |
|       |             |                              |                           |                   |                         |                                |            |                      |
|       | •           |                              |                           |                   |                         |                                |            | •                    |
|       | ∢<br>nd Req | uests                        | 3 Waiting 0 Sent          | 0 Incor           |                         |                                |            | Þ                    |

Page6of8



#### **Confidential Document**

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.

The sender or receiver details are fetched from **SU01**. The customer/vendor and employee emails are fetched from respective tables.

| siness Workplace of DDIC           |  |                            |   |   |
|------------------------------------|--|----------------------------|---|---|
| New message   Find folder   Find d | ocument 🛛 🛅 Appointment calendar   | 🛯 🖀 Distribution lists     |   |   |
| Vorkplace: DDIC                    | 3 D. 7.2 2   |                            | 3 <del>4</del> ' <b>2 2</b> ' M                 |   |
| ▶ 🏷 Inbox<br>▼ 🏠 Outbox            | Documents 6  |                            |   |   |
| Documents                          |  |                            |   |   |
| Started workflows                  | T Title  | At Send date<br>21.08.2013 | Send Time Recipient                             |   |
| Work items executed by me          | k /nso00   | 21.08.2013                 | 14:59:18 xyz@xyz.co m<br>14:45:04 xyz1@xyz1.com |   |
| Forwarded work items               | 🛃 mr.  | 21.08.2013                 | 13:12:15 xyz2@xyz2.com                          | _ |
| 🕨 🚚 Resubmission                   | By the second se | 21.00.2015                 | 00:00:00  |   |
| 🕨 🥩 Private folders                | 📑, sap support   |                            | 00:00:00  |   |
| 🕨 🥩 Shared folders                 | B  |                            | 00:00:00  |   |
| Folders subscribed to              |  |                            |   |   |
| Trash                              |  |                            |   |   |
| 🛱 Shared trash                     |  |                            |   |   |
|                                    |  |                            |   |   |
|                                    |  |                            |   |   |
|                                    | 4  |                            |   |   |
|                                    |  |                            |   |   |
|                                    | Ms   |                            |   |   |
|                                    | INI S  |                            |   |   |
|                                    | Meeting Postponed  |                            |   |   |

Page7of8



**Confidential Document** 

# Related Content:

http://service.sap.com http://support.sap.com www.help.sap.com www.sdn.sap.com/irj/sdn/index.

# Disclaimer and Liability Notice:

WILLSYS will not be held liable for any damages caused by using or misusing the information, code or methods suggested in this document, and anyone using these methods does so at his/her own risk.

WILLSYS offers no guarantees and assumes no responsibility or liability of any type with respect to the content of this technical article or code sample, including any liability resulting from incompatibility between the content within this document and the materials and services offered by WILLSYS. You agree that you will not hold, or seek to hold, WILLSYS responsible or liable with respect to the content of this document.