

APPLIES TO:

EMAIL SETUP

SUMMARY

This article explains how to Perform the EMAIL SETUP.

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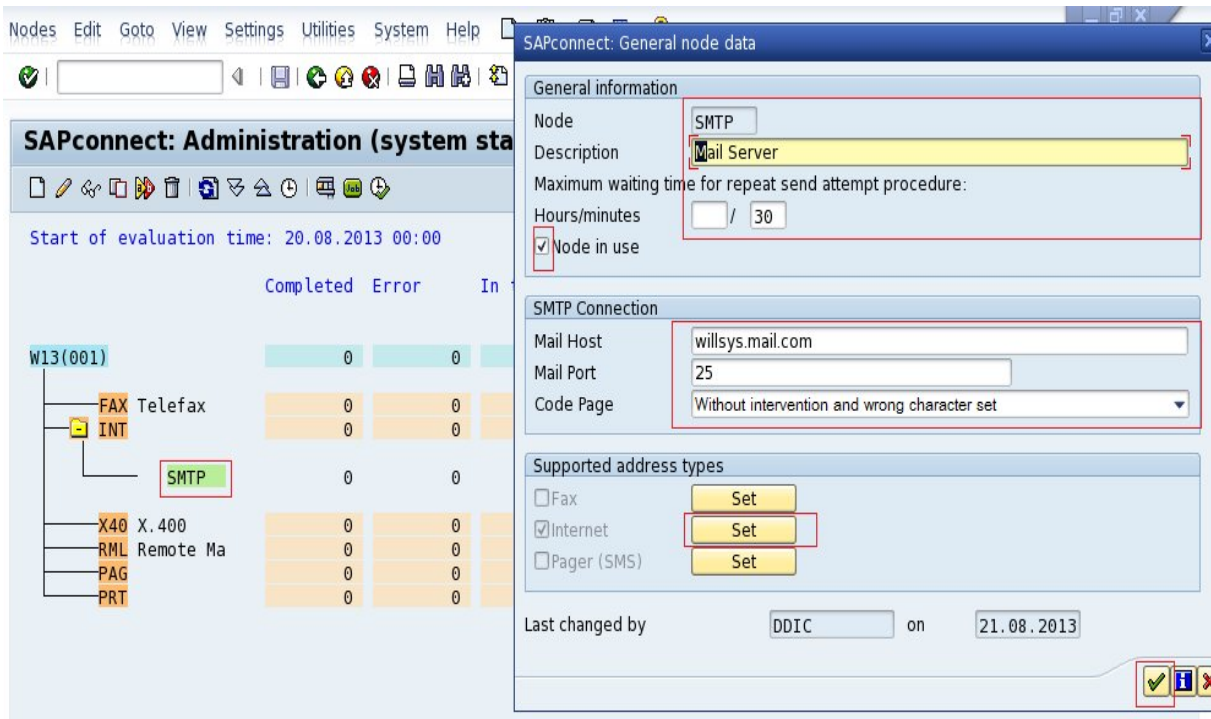


EMAIL SET UP

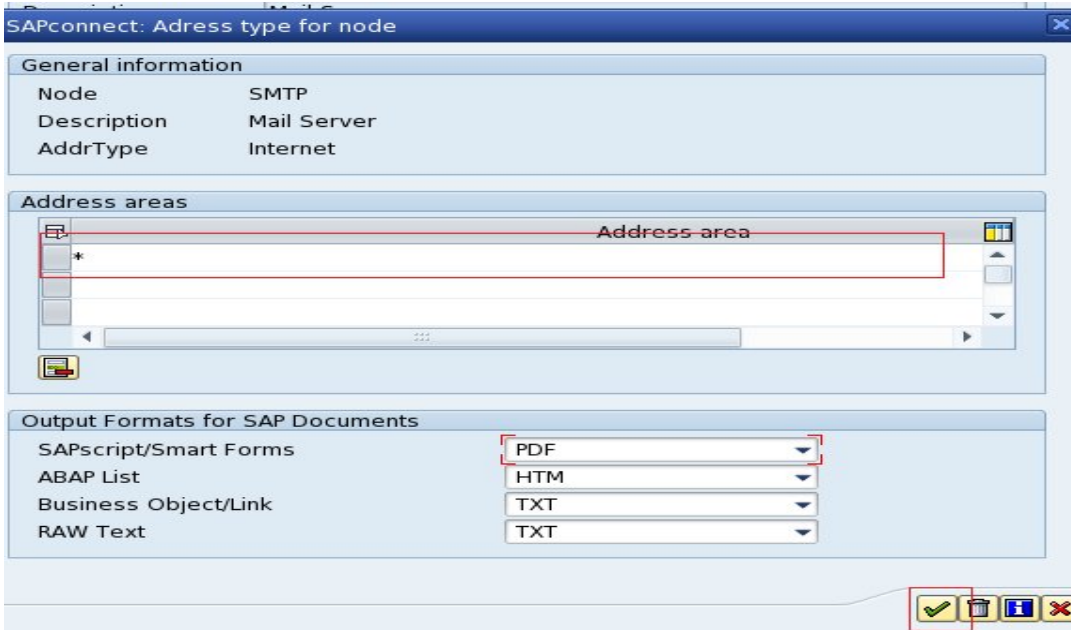
Email setup is required to trigger notifications, alerts, employees pay slips, PO, invoices, and billing documents in the PDF format.

- Execute SCOT (SAP connect)
- Select the “Node in use”.
- Provide mail server host :(willsys.mail.com)
- 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:
 - 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**” .



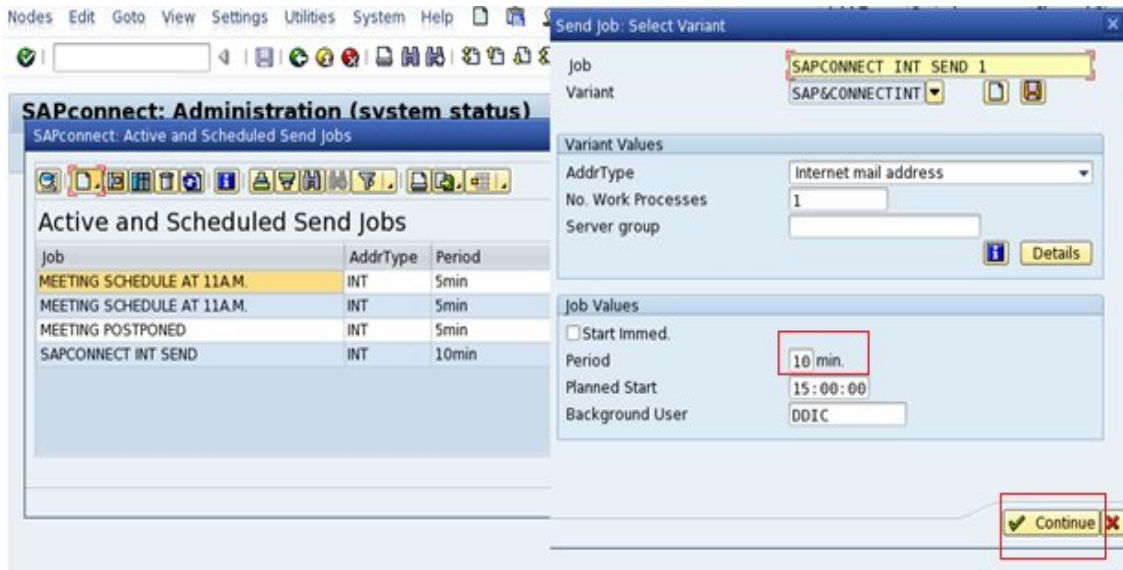
3. Pop up appears: Provide * (asterisk) mark in the address area and **Continue**
Select the **output format for SAP documents- pdf/HTM/TXT...**



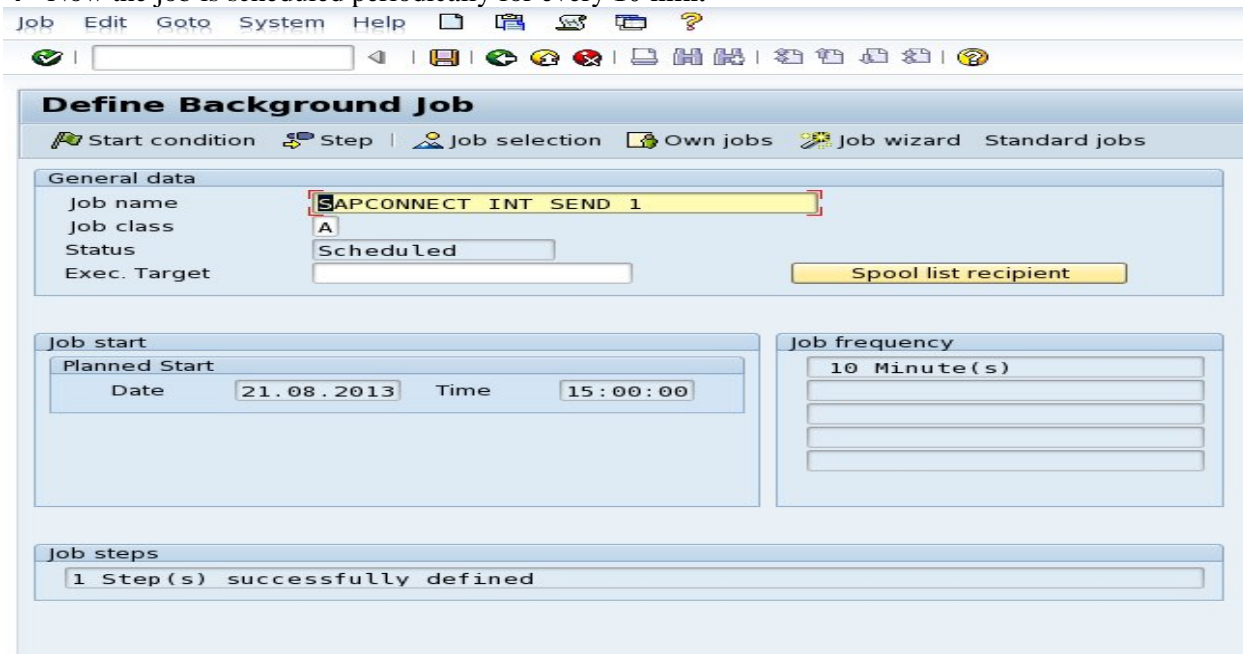
4. Now go to **Settings** in the **main menu** **default domain** and **define** the domain of the SAP system client. And **continue**.



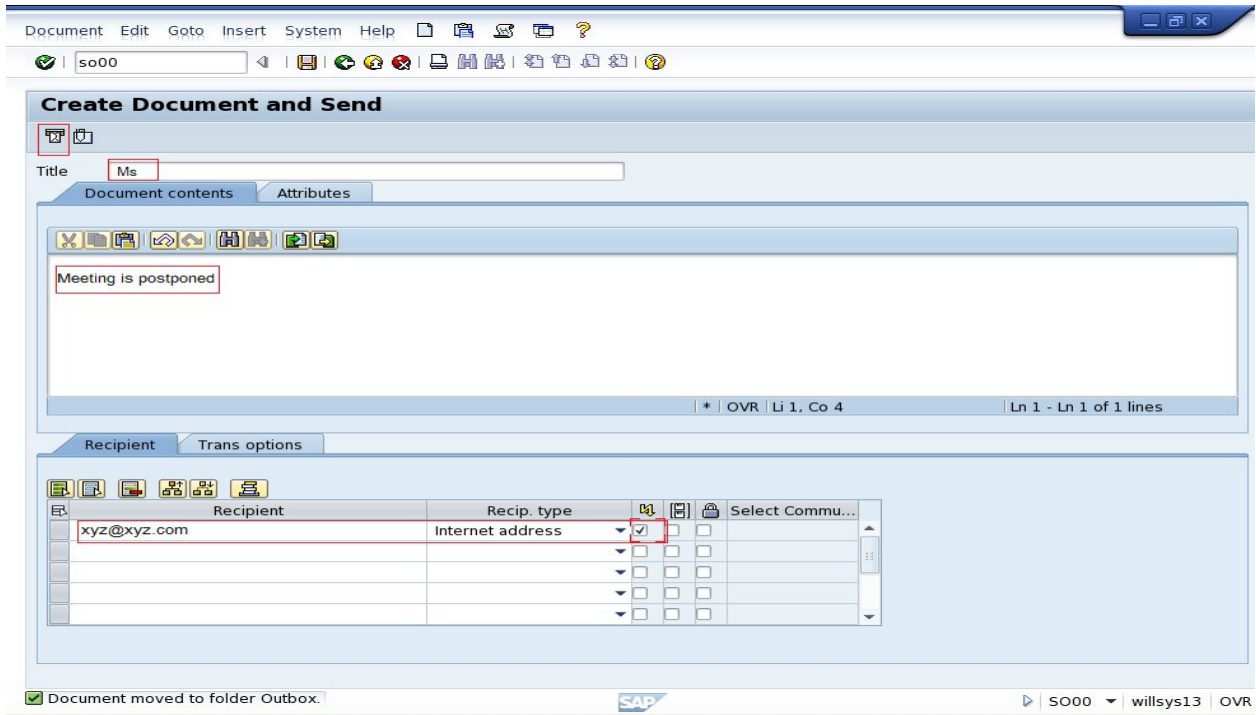
5. Click on **Settings** → **Send jobs** .In the subsequent Screen, Click on the **Create** button to select Schedule job for INT option. New pop up: Continue



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

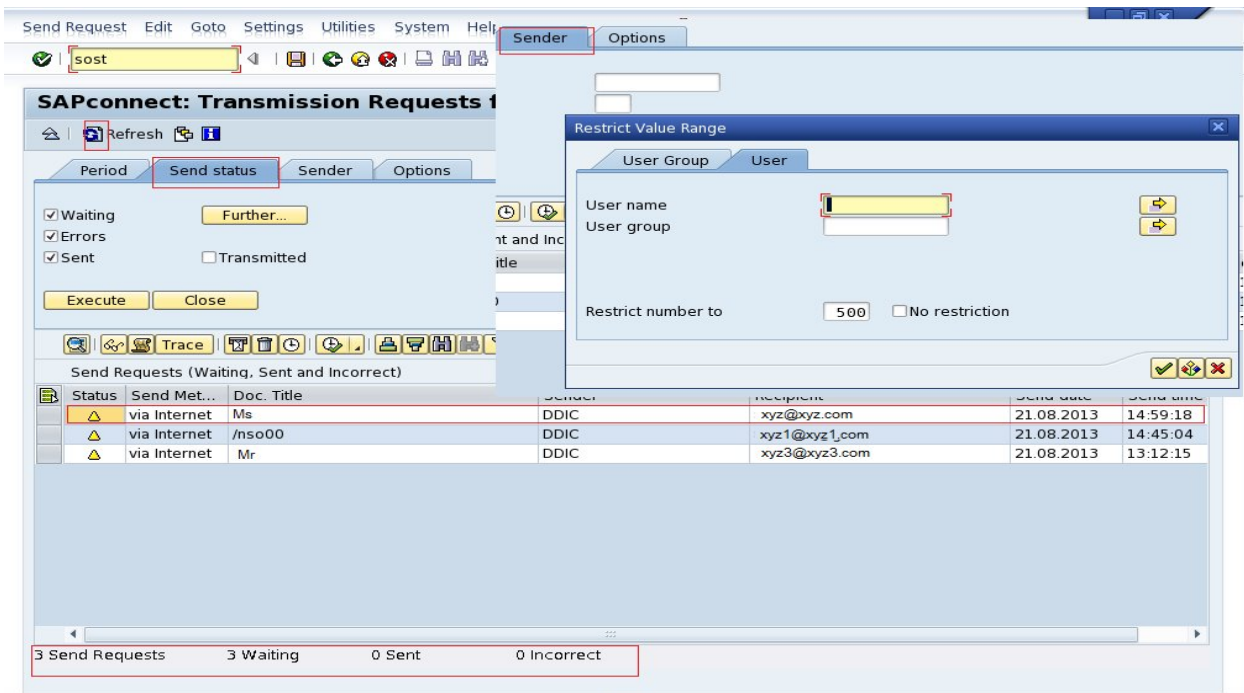


- 6. Execute T Code – SO00 to trigger emails from SAP system to either internal or external emails (external email should be allowed on the mail server). Fill the required fields appears on the screen and press send button.



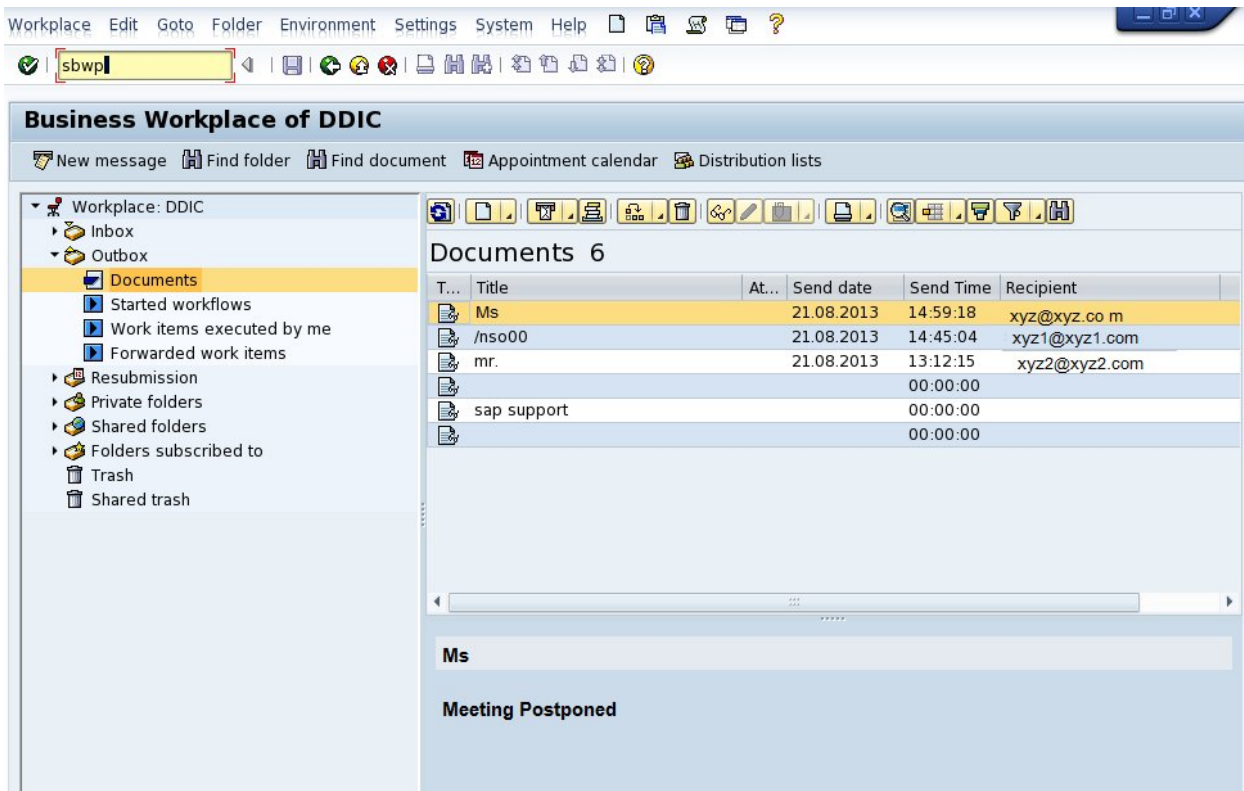
7. Check the email statuses in the following transactions:

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



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.



Related Content:

<http://service.sap.com>

<http://support.sap.com>

www.help.sap.com

www.sdn.sap.com/irj/sdn/index.

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