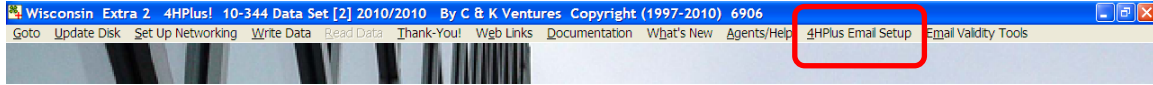


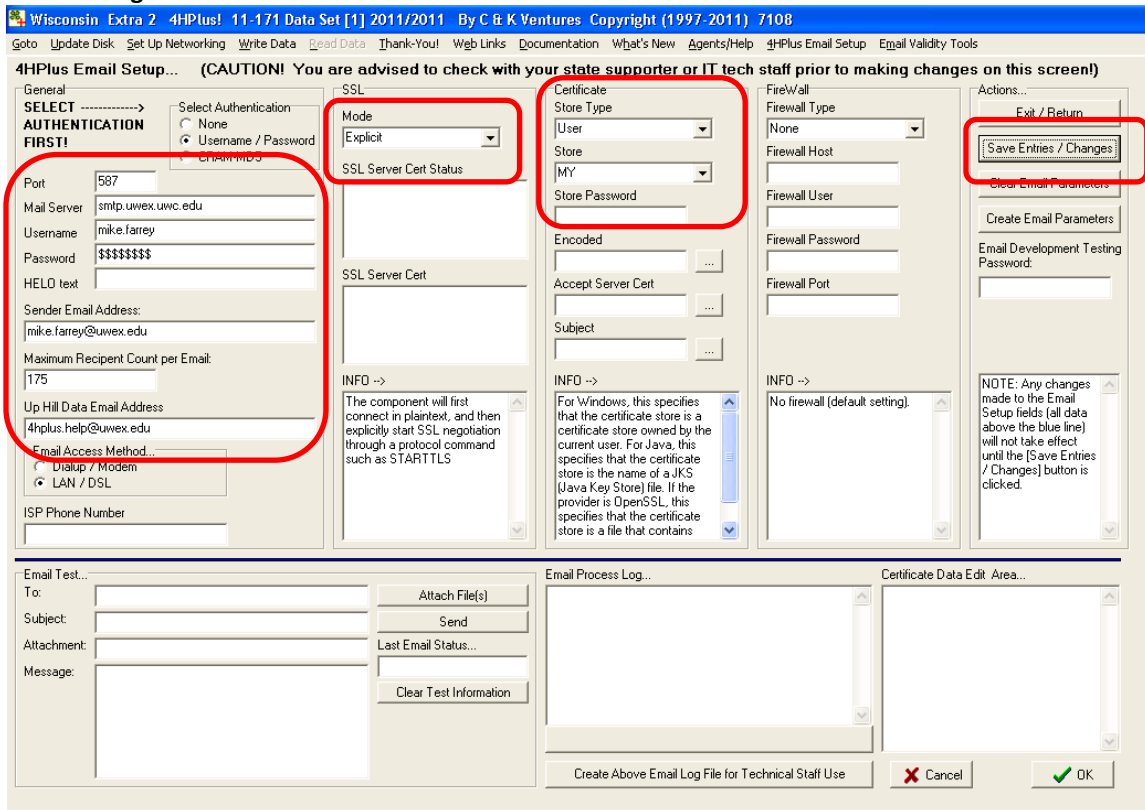
Setting up 4HPlus! Email

The 4HPlus! Software package includes the built in ability to send out email. Once you've started the 4HPlus! Software, please click on *4HPlus Email Setup*.



On this screen we will setup the 4HPlus! Software to communicate with the UW Extension Email servers.

Email Configuration



Step 1 – General Info

Set Port to 587
 Mail Server smtp.uwex.uwc.edu
 Username first.last (This should be your NetID)
 Password CES Email Password
 HELO text *Leave Blank*
 Sender Email first.last@ces.uwex.edu
 Maximum recipient 175
 Up Hill Data Email 4hplus.help@ces.uwex.edu

Step 2 – SSL Info

Set mode to Explicit

Step 3 – Certificate

Store Type User
 Store MY

Once this information has been entered, click on *Save Entries/Changes*.

You can now test this connection by filling out the *Email Test* section at the bottom of that page, and click on *Send*.