

Company > Emails

Table of Contents

- 1 Mail Settings
- 2 Email Templates
- 3 Signatures
- 4 SMTP Providers

Basic email settings, such as whether to send HTML emails or use SMTP, email templates, and email signatures are under this company setting in three sections: Mail Settings, Email Templates, and Signatures.

Mail Settings

Mail settings allow the choice of PHP or SMTP mail methods, and whether or not to send HTML email. HTML email content can be specified alongside text content in Email Templates. The ability to specify an SMTP server in multi-company installations is especially useful because email for those companies may originate from different domains. With SPF and DKIM becoming more popular, using the appropriate mail server is important for deliverability.

Option	Description
Enable HTML	Check to enable sending HTML emails. A text version of the email will also be sent, to ensure users with HTML content disabled can still read the message.
Delivery Method	SMTP uses an SMTP server for mail delivery. PHP will attempt to send email through PHP. SMTP is generally faster, more secure, and more reliable, so that is the recommended option.
Test These Settings	Click this button to validate the entered SMTP credentials.
SMTP Host	Set the host name used to communicate with the SMTP server.
SMTP Port	Sets the port used to communicate with the SMTP server.
SMTP User	The SMTP user to send mail through.
SMTP Password	The password for the SMTP user.
Test From Address	The from address to use when testing the settings.
Test To Address	This is only for testing the send mail command and will be used to send a test email to the specified email address (or a random disposable one).

Email Templates

All available email templates for the authenticated company are available here and are available for edit. Each template is available for edit in all installed languages, in both HTML and Text. Email templates support Conditional Statements, Loops, and Filters. Details and syntax for these are described under [Customizing Emails](#).

Edit Email Template Invoice Delivery (Unpaid)

English, US

From Name
Billing Department

From Email
billing@blesta.us

Subject
Invoice Due

Available Tags
{contact.first_name} {contact.last_name} {invoices} {autodebit} {client_url} {payment_account.first_name} {payment_account.last_name} {payment_account.account_type} {payment_account.last4}

HTML Text

Source [Icons]

B I U S x₂ x₃ I_x Styles Format Font Size A- A+

Hi {contact.first_name},

An invoice has been created for your account and is attached to this email in PDF format.
{% for invoice in invoices %}
Invoice #: {invoice.id_code}

{% if autodebit %}{% if payment_account %}{% if invoice.autodebit_date_formatted %}Auto debit is enabled for your account, so we'll automatically process the card you have on file on {invoice.autodebit_date_formatted} unless payment has been applied sooner.{% else %}If you would like us to automatically charge your card, login to your account at http://{client_url} to set up auto debit.{% endif

Signature
Billing

Include Any Attachments ?

Enabled

Cancel Update Template

Option	Description
From Name	This is the friendly name of the email address displayed by mail clients.
From Email	The address this message should appear from.
Subject	The subject of the message. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Email subjects may use tags as well.</div>
HTML	The HTML version of the email.
Text	The text version of the email.
Signature	The signature to append to the bottom of the message.
Include Any Attachments	Uncheck to disable the inclusion of any attachments that would otherwise be sent for emails using this template (e.g. an invoice PDF).
Enabled	Uncheck to disable emails from being sent using this template.

Signatures

Signatures are snippets that appear at the bottom of an email and typically contain the contact information for the sender. Usually multiple email templates would use a single signature, so updating that signature is a simple process through the use of signatures. While editing an email template, a signature, or no signature may be selected.

Edit Signature

Name
Admin

HTML Text

Source [Icons] Styles Normal Font Size [Color]

—
Administrator


body p

Option	Description
Name	The name of the description.
HTML	The HTML version of this signature, to append to HTML emails.
Text	The text version of this signature, to append to text emails.

SMTP Providers

Using a transactional mail provider like Mailgun is recommended.

If using Gmail, or Google as your SMTP provider, please select TLS for security and use port 587.

In order to send from a different address, you must create an alias and allow your email address to do so.

1. First create the Alias, you can do that by following the steps at this link: <https://support.google.com/a/answer/33327?hl=en>
2. Once you've created the Alias go to Settings > Accounts, where it says "Send mail as:" click "Add another email address."
3. A new window will appear, enter your name and the alias you created and check the box that says "Treat as an alias."

Note: If you have configured various email addresses in your Email Templates. You have to create each alias in Gmail and allow it.