

How to Set Up Email Notification

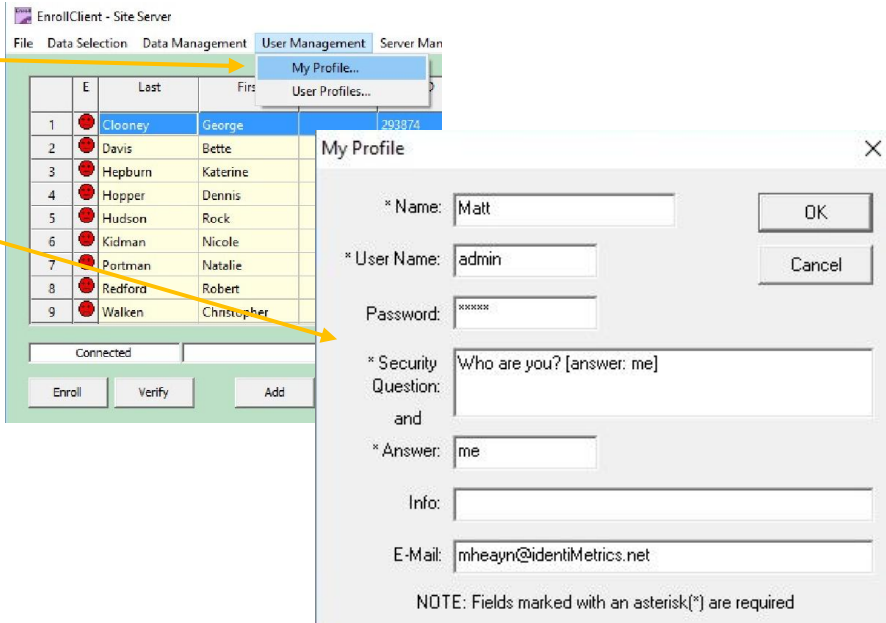


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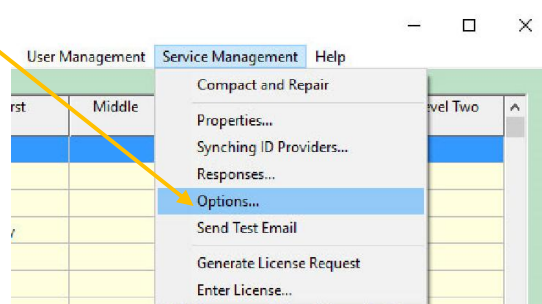
Cheat Sheet

1. In the Enrollment Manager, click on the **User Management** drop down and select **My Profile**.

2. Change the information in **My Profile** to reflect the main administrator of identiFi—the primary contact for system alerts.

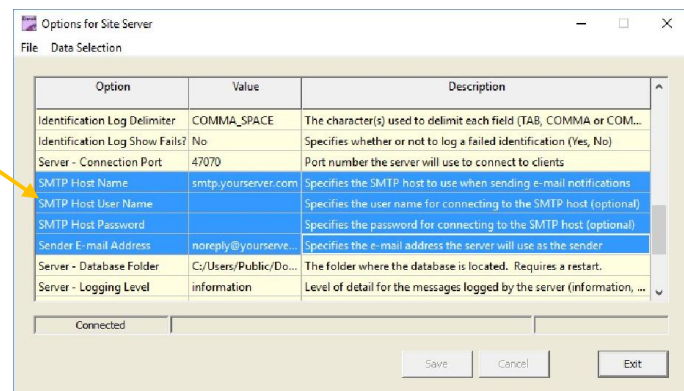


3. Click on the **Service Management** drop down and select **Options**.



4. Scroll down to the four email options highlighted. Some steps may be optional (see Step 5).

NOTE: If you don't know what this information is, ask the person in charge of setting up emails at your school.



Need assistance? It's easy to get in touch with one of our Biometric Experts!



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How to Set Up Email (Continued)

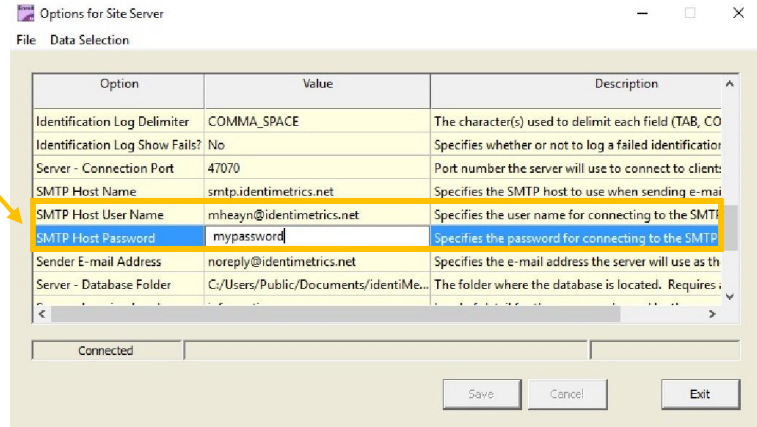


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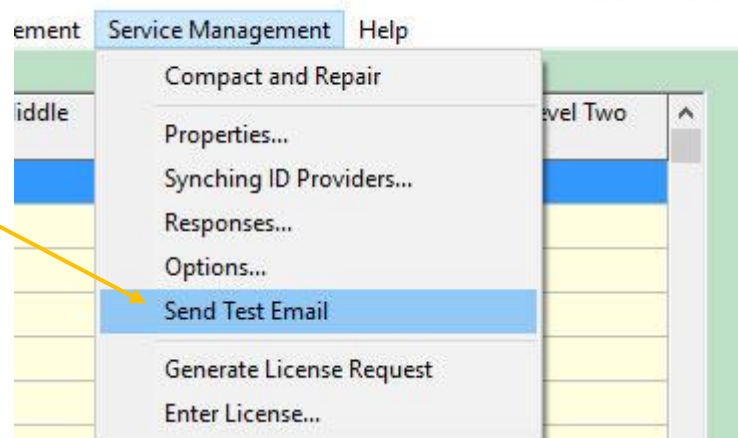
Cheat Sheet

5. Enter the fields for **SMTP Host Username** and **SMTP Host Password**.

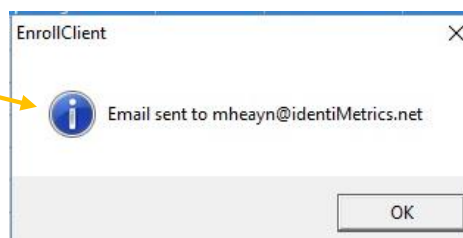
This may be optional depending on your email host's requirements.



6. Select the **Service Management** drop down and choose **Send Test Email**.



7. Look for the following success message.



NOTE: identiMetrics will supply you with information if your email service requires secure internet protocol (SSL/TLS).

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