

Mailboxes

The reason behind adding this new functionality was to have access to all emails sent out from/to Sales Panel Message of the section 'Requests/Quotes', in folders of the user's email mailbox (Inbox/Outbox).

SETTING UP



In a section **Settings**, we have added a new panel **Mailboxes**. Enter this panel and click **ADD TEMPLATE** at the bottom of the page - a new window will show up for 'Mailbox' configuration, which needs to be filled in with details, such as:

- **Mailbox name**
- **E-mail**
- **Keep copies of messages on Leon servers** - option to store copies of messages on Leon servers. The message in tab 'Messages' has to be read (opened) and once it is, Leon uploads it to the servers. This way, the message doesn't disappear when it is deleted from the inbox
- **SMTP configuration** - SMTP host, SMTP port, Username, Password & Protocol.
- **IMAP configuration** - same as above.

Mailbox configuration

Mailbox name

OCC MANairways

E-mail

occ@manairways.com

Keep copies of messages on Leon servers

☒

Use IMAP

☒

Send emails carbon copy (CC) to this mailbox

☒

Suspended

☐

SMTP Configuration

SMTP Host

smtp.gmail.com

SMTP Port

465

Username

occ@manairways.com

Password

Protocol

SSL

IMAP Configuration

IMAP Host

imap.gmail.com

IMAP Port

993

Username

occ@manairways.com

Password

Protocol

SSL

Folders

Outbox

[Gmail]/Sent Mail

Inbox

Include subfolders

☒

CANCEL

SAVE

Before saving Mailbox settings, loading folders must be done - click

LOAD FOLDERS

 icon and Leon will show a drop-down box **Outbox**, where all folders of the pre-defined email account will show and **1** outbox folder must be selected. In the **Inbox** field, it's possible to select more than **1** inbox folder. It is also possible to include 'Subfolders' into the configuration - Leon then will search for emails ot only in folders but also in inbox subfolders.

Outbox

[Gmail]/ Sent

Inbox

INBOX

VIP

Include subfolders

☐

If an email address added to a field **Reply to** defined in **Email Templates > Sales Panel Message** is the same as the one defined in

Mailboxes panel, emails will also show in pre-defined email mailbox.

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ADD INTERNAL MESSAGE

←

REPLY TO CUSTOMER

AVINODE

EMAIL

Template

Follow up

To

CC

BCC

FROM

Thomas Delta

REPLY TO

info@manairways.com

SUBJECT

Request: L-M7POML // 13 Nov 2020 // EPWA // Warsaw Frederic Chopin - UUWW // Moscow/Vnukovo

Dear Sean Davis

Kindly check the attachment with catering offer for the upcoming trip.

Kind Regards,

Thomas Delta

From:

<https://wiki.leonsoftware.com/> - Leonsoftware Wiki

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Last update:

2021/11/26 12:07

