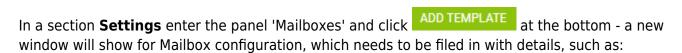# Mailboxes

A panel **Mailboxes** is dedicated to setting up mailbox configuration. Emails sent out from/to **Requests/Quotes** section can be found in folders of the defined email account.

SETTING UP

In a section **Settings** enter the panel 'Mailboxes' and click **ADD TEMPLATE** at the bottom - a new window will show for Mailbox configuration, which needs to be filed in with details, such as:

- **Mailbox name**
- **E-mail**
- **SMTP configuration** - SMTP host, SMTP port, Username, Password & Protocol.
- **IMAP configuration** - same details as for SMTP configuration.

Mailbox configuration ✕

| Mailbox name | Mailbox |
| E-mail | info@manairways.com |

SMTP Configuration   **IMAP Configuration**

SMTP Host	smtp.gmail.com	IMAP Host	imap.gmail.com
SMTP Port	365	IMAP Port	178
Username	info@manairways.com	Username	info@manairways.com
Password	7BNsacsac8766	Password	7BNsacsac8766
Protocol	SSL	SSL	✓

Folders

LOAD FOLDERS

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.

If an email 'Reply to' defined in 'Email Templates' (in the below example it is email template 'Sales Panel Message') is **the same** as the one defined in 'Mailboxes' panel, emails will also show in pre-defined email mailbox.