

# 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 not only in folders but also in inbox subfolders.

Outbox	[Gmail]/ Sent	Inbox	
			INBOX VIP
Include subfolders	<input type="checkbox"/>		

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.

+ 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

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