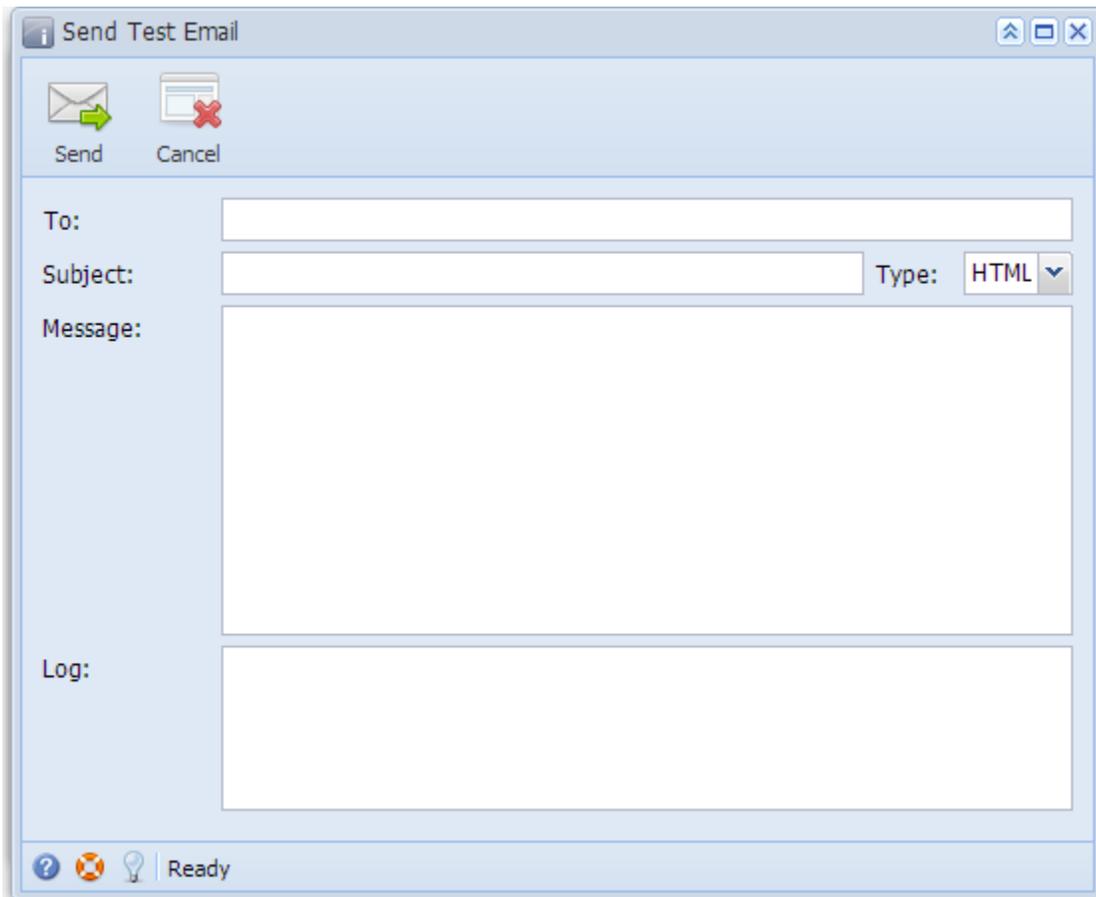


How To Use the Test Email Feature

The **Test Email** button is used to try sending a Test Email to verify the Email Server is setup properly and sending email from the server



The screenshot shows a dialog box titled "Send Test Email". It features a "Send" button with an envelope icon and a green arrow, and a "Cancel" button with a document icon and a red X. The dialog contains three input fields: "To:", "Subject:", and "Message:". To the right of the "Subject:" field is a "Type:" dropdown menu currently set to "HTML". Below the "Message:" field is a "Log:" text area. The status bar at the bottom shows icons for help, error, and lightbulb, followed by the text "Ready".

1. First, enter the required information to send email in the **Help Desk Email Set up** screen. See [How To Configure Email Setup](#)
2. Enter email address in the **To:** field.
3. Enter Subject in the **Subject:** field.
4. Select either **HTML** or **Text** in the Type list box.
5. Enter test message in the **Message:** memo field.
6. Click **Send** button. i21 will try to send the email and will display SMTP log error whether the email is successfully sent or not.