

## CONFIGURING YOUR E-MAIL SETTINGS

To configure your e-mail settings you will have to open the “E-Mail” screen first. You can do this by going to **Settings > E-Mail**. (See *Image 1*.)

### The government tab

Fill out the government tab according to the information in the letter you have received. For an example please refer to *Image 2*. Once you’re done, don’t forget to click the **Save** button.

Make sure that you exactly enter the information you have received from E-Catch. You are likely to expect problems if you don’t. If you did not receive a letter with the e-mail configuration, please contact E-Catch.

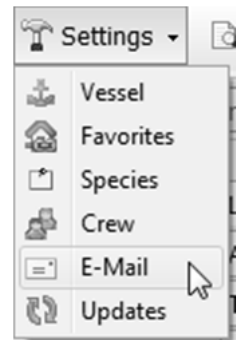


Image 1

If you are experiencing problems when

communicating with the government, the first thing you should do is make sure the box “PGP encryption” is checked and the box “Use SSL” isn’t.

### The report tab

Using the **Report** tab, messages can be sent to your shipping company, agent or any other instance you want.

Before you can use this option, you will have to configure your e-mail server from which you send e-mail.

If you have an e-catch account, you can use it to send e-mail from. An example of the settings for an e-catch account is shown in *image 3*.

If you send e-mail using any other account, make sure you use the settings for **outgoing e-mail** and not **incoming e-**

A screenshot of the 'E-Mail' configuration window, specifically the 'Government' tab. The window has two tabs: 'Government' and 'Report'. The 'Government' tab is active. It contains several input fields for SMTP and POP3 settings. The SMTP settings are: SMTP Server (81.4.93.41), SMTP User Id (XXXXXX@e-catch.co.uk), SMTP User Password (PASSWORD), SMTP Port (25), SMTP TimeOut (60.000), and E-Mail Address Receiver (ers.log.book@saffire-online.com). The POP3 settings are: POP3 Server (81.4.93.41), POP3 User Id (XXXXXX@e-catch.co.uk), POP3 User Password (PASSWORD), POP3 Port (110), and E-Mail Address Sender (XXXXXX@e-catch.co.uk). At the bottom, there are checkboxes for 'Use SSL (Secured SMTP / POP)' (unchecked) and 'PGP Encryption' (checked). There are 'Save' and 'Cancel' buttons at the bottom right.

Image 2

A screenshot of the 'E-Mail' configuration window, specifically the 'Report' tab. The window has two tabs: 'Government' and 'Report'. The 'Report' tab is active. It contains several input fields for SMTP settings. The SMTP settings are: SMTP Server (81.4.93.41), SMTP User Id (XXXXXX@e-catch.co.uk), SMTP User Password (PASSWORD), SMTP Port (25), SMTP TimeOut (60,000), and E-Mail Address Sender (XXXXXX@e-catch.co.uk). At the bottom, there is a checkbox for 'Use SSL (Secured SMTP)' which is unchecked.

Image 3

**mail.**

Also don’t forget to **Save** any changes!