**Setting up emailing capability within the Aralco**

* **Report Generator:**
	+ Go to the main screen of the Report Generator
	+ Click on Settings button
	+ 
	+ In this next screen, fill in your emailing credentials as shown below:



* + Click OK at the bottom of the screen. You should be able to email out of the reporting system.
* **For emailing out of the Aralco Back Office**
	+ In the Back Office System, go to Utilities/ Setting
	+ Go to SMTP email Settings option as shown below
	+ Click on every option under the SMPT and setup as suggested below:
	+ ****
	+ When finished, click on SAVE