

# Texting / Email Setup In ECLIPSE®

You can send text messages & form letters (RTF format ONLY) that you might otherwise print via email. If you have a current document in Word (.doc) format, you will be able to save it as Rich Text Format (.rtf) and use this document with ECLIPSE bulk e-mail functions.

If you created a form letter in color using a variety of fonts, **your patient's email software** will determine what is displayed.

There is some research you must do prior to setting up ECLIPSE to handle bulk email. You need to consult with your Internet Service Provider (ISP) to obtain the following:

- Your ISP determines and will provide you with your incoming (POP) and outgoing (SMTP) email server addresses. You may already have these addresses if you are currently using Outlook or Outlook Express to send and receive email.
- Your ISP may set limitations on the quantity of email you may send at one time. Check with them about sending bulk email.

Setting up ECLIPSE:

- Sending email requires permission. Select **Database Tables** from the **File** menu & **Users** from the tree to update permissions. Email permission is located under **Global Permits**.
- In order to use these new capabilities, you must update information in two different places in ECLIPSE:

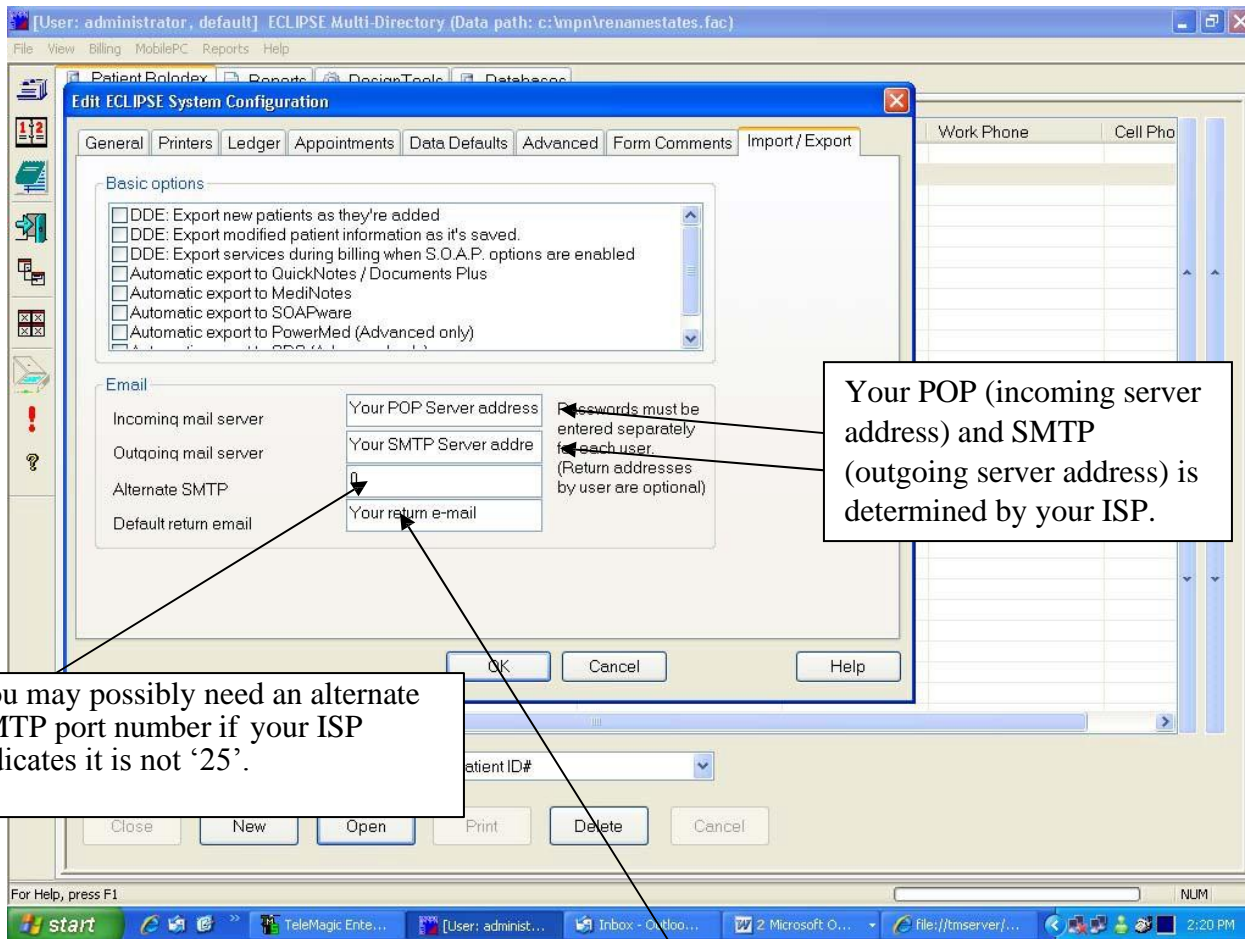
1. From the **File | Utilities | Configuration** menu, select either **System** or **Workstation** as appropriate, go to the Import/Export/Email tab (see page #2).

Select the **Import/Export** tab. New email fields must be filled in. *You can obtain this information from the account settings in your current email program (Outlook or Outlook Express) or by contacting your internet services provider (i.e. RoadRunner, Earthlink, Verizon).* For example, in Microsoft Outlook 2003, select **Email Accounts** from the **Tools** menu, follow the wizard to view or change existing settings and select **Change** to view your POP3 (incoming) & SMTP (outgoing) server address.

**\*\*\*NOTE:** The bulk email feature in ECLIPSE will **NOT** work with HTTP email (e.g. Yahoo or Hotmail).

2. Select **Database Tables** from the **File** menu & go to **Users** (see page #3). Open each user separately. Each user's **Personal** tab has Email information fields which you may or may not want or need. The return address is an optional override. Email user name & password settings are dependent on your internet services provider (i.e. Road Runner, Earthlink, Verizon).

\* = SMTP = Simple Mail Transfer Protocol



Your POP (incoming server address) and SMTP (outgoing server address) is determined by your ISP.

You may possibly need an alternate SMTP port number if your ISP indicates it is not '25'.

Not used. You can leave blank.

*If you're not sure if or what information should go in the server fields -- check with your internet services provider.*

File | Database Tables | Users | Enter password and select appropriate User

[User: administrator, default] ECLIPSE Multi-Directory (Data path: c:\vnpn\states.fac)

File View Billing MobilePC Reports Help

Patient Rolodex Reports Reports Databases

### Edit User Information

Personal Permits

First: default  
Last: administrator  
Dept:  
Record ID: 0  
Logon ID: ADMIN  
Password:   
Enter up to 9 characters  
This user is currently active & will appear in the user name index (all users appear in the ID index).  
You can optionally assign an EHR template...  
Assign SOAP Template

Email  
User: User Address  
Password:   
Return: User Return Address  
 User name & password required for authentication  
Test Email Settings

Log off this user after idle for:  
Not used  
 Don't log off: terminate the program

OK Cancel Help

Sort by: User Name

Close New Open Print Delete Cancel

For Help, press F1 NUM 9:36 AM

Callout boxes:  
- This is the e-mail address for this User (points to User Address)  
- This password is provided by your ISP for each e-mail address used (points to Password)  
- Same as the e-mail address for this User (points to Return Address)  
- This is determined by your ISP and may or may not be needed (points to Test Email Settings)

*If you're not sure if or what information should go in the server fields -- check with your Internet Services Provider.*

For Email ports, visit

- [http://www.c3sd.com/email\\_servers\\_ports.php](http://www.c3sd.com/email_servers_ports.php)
- <https://www.arclab.com/en/kb/email/list-of-smtp-and-pop3-servers-mailserver-list.html>

**\*\* Windows 8 requires the internal ECLIPSE email Client editor \*\***