Email Settings

Overview

This documentation provides a comprehensive guide to configuring email settings in your Voila account, explicitly focusing on integration with MailGun. You will learn how to access the Email Settings section, create a new account, fill in account details, including the MailGun API Key, Domain, and API Base URL, and retrieve these MailGun-specific values from your MailGun account. Following these steps will ensure the successful configuration of your Voila Email Settings, enabling efficient email notification delivery through MailGun.

Accessing the Email Settings Page

Navigate to the "Notifications" button on the left-hand menu, and select the highlighted "Email Settings" tab in the screen's top right corner.

> **Click to Play or Pause the Video**

Creating a New Account

Choose the desired account type from the options available on the left side of the screen, including Mailgun, Amazon SES, or Sendgrid. After selecting your preferred service, click the "Create Account" button to initiate the account creation process. Subsequently, click the highlighted section to access and expand the details of the newly created account, revealing the fields that require completion. Retrieve the essential credentials from your chosen platform, and then conclude the setup by clicking the "Save Account Details" button.

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Obtaining API Credentials from Mailgun

To acquire the "MailGun Domain" value, log in to your MailGun account, and from the list of domains, select the one you intend to use. Copy the corresponding domain address and paste it into the designated "MailGun Domain" field within your Voila Email Settings.

For obtaining the "MailGun API Key" and "MailGun API Base URL" values, you have two options: you can either click on the desired domain, as indicated in the highlighted area, to navigate directly to the API key generation page or navigate through the left-hand bar by clicking the "Sending" tab and then proceed to the "Overview" page.

Locate and select the API section on this page, providing you with the required credentials. Subsequently, paste these acquired values into their respective fields: "MailGun API Key" and "MailGun API Base URL" within your Voila Email Settings.

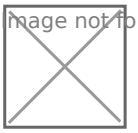
If you are using a Sandbox, make sure that the recipients are authorized in the Mailgun dashboard.



Obtaining API Credentials from SendGrid

1. Log in to your SendGrid account and access the "Settings" section. You can do this by clicking on "Settings" in the dashboard or using this direct link: SendGrid Settings.
2. On the "API Keys" page, locate and click the "Create API Key" button, which is positioned in the top right corner.

3. Follow the provided instructions to generate an API key. Be aware that the generated API key will be visible only once for security reasons, so copy and paste it into the "API Key" field within your Voila configuration.
4. Ensure you have a trusted sender by navigating to the "Settings" section again and selecting "Sender Authentication." Alternatively, use this link: Sender Authentication in SendGrid.
5. On the "Sender Authentication" page, you have two options:
   - Authenticate a domain, allowing you to send emails from any address under a domain you control.
   - Verify a single sender, enabling you to send emails exclusively from a specific address.
6. After completing the sender authentication, copy the approved email address and paste it into the "Test Sender" field within your Voila settings.
7. Before saving your settings, click the "Test Settings" button to verify your configuration functions correctly.
8. In the "Name" field within Voila, you can enter any label that helps you identify this as your SendGrid account. This field is for your reference.



Obtaining API Credentials from Amazon SES

To set up Amazon SES as your email provider, you must obtain the Test Sender, Region, Key, and Secret details. Follow these steps to complete the setup:

1. Log into your AWS account and ensure the selected region aligns with your intended usage. You can do this by expanding the region menu located in the top right corner of the AWS console.
2. Next, create an IAM (Identity and Access Management) user with the "AmazonSESFullAccess" policy. You can initiate this process by visiting the IAM User Creation link.

3. Follow the steps outlined in the provided GIF or instructions on the page. After successfully creating the IAM user, click the "Download .csv" option and securely store the downloaded CSV file on your computer. This CSV file contains your Key and Secret credentials.

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As the second step in setting up Amazon SES as your email provider, please follow these instructions:

1. Go to the Amazon SES Dashboard page to initiate the "Create Identity" process, which authorises a sender email or domain.
2. On the SES Dashboard, you have two identity options: verify an entire domain or a specific sender email address. After providing all the necessary information, click the "Create Identity" button at the bottom right corner of the page.
3. After completing this step, you must validate the email address or domain. To do this, you must request production access from the SES Dashboard. To do this, click "Account dashboard" on the left-hand menu to navigate this page. You'll find the "Request production access" button at the top of this page. Click it to finalise the process.
4. While on your dashboard, you can identify your AWS region in the dropdown menu. Interact with the button at the top right corner; the selected region will be highlighted in orange. For example, it might appear as "eu-west-2." You'll use this region information in your Voila configuration's "Region" section.
5. In the last section, you'll find an example of how to input your information into Voila. The "Name" field can be any label you prefer. Use the email address you used during the Amazon SES setup as the "Test Sender." Follow the region instructions mentioned above in the "Region" section. Retrieve the "Key" and "Secret" from the CSV file. Once you've completed all these steps, you can test and save the connection.

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