

How to Set Up Email in Gym Assistant

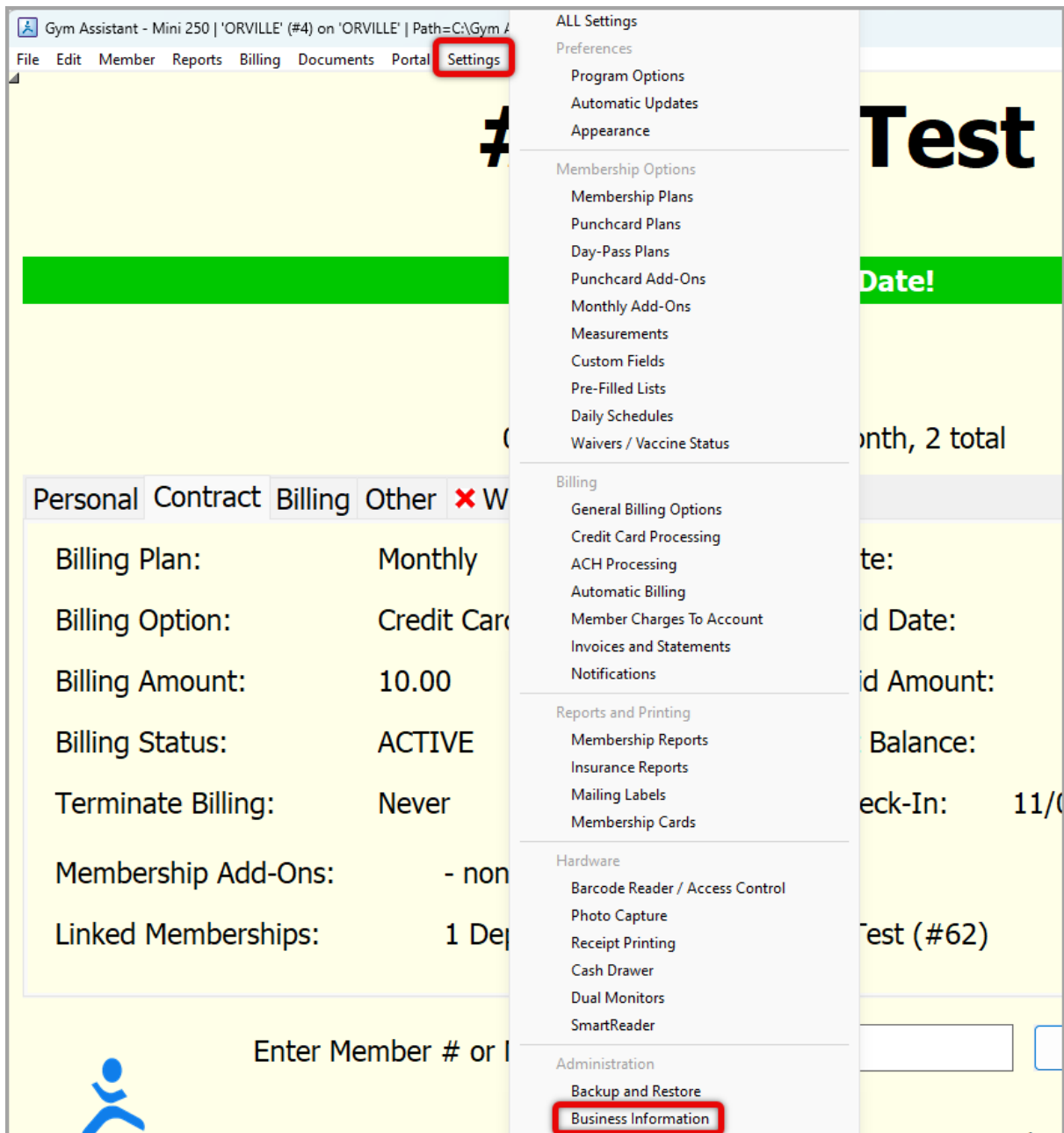
How to Setup Email September 2024

Introduction:

Allows you to use Gym Assistants server to be able to send emails anywhere that function is available in the Gym Assistant software.

Be in the Gym Assistant program:

- Click on **Settings > Business Information.**



- Verify that the email shown under **Email** will be the same email you will be using in the **Reply to Email Address** for your email account. Click **Cancel** if the email is not updated, **OK** if the email address is updated.

Business Information

Business Name: Suzette's Gym

Address1: 123 Gym Ave.

Address2:

City/State/ZIP: Ballwin/MO/63011

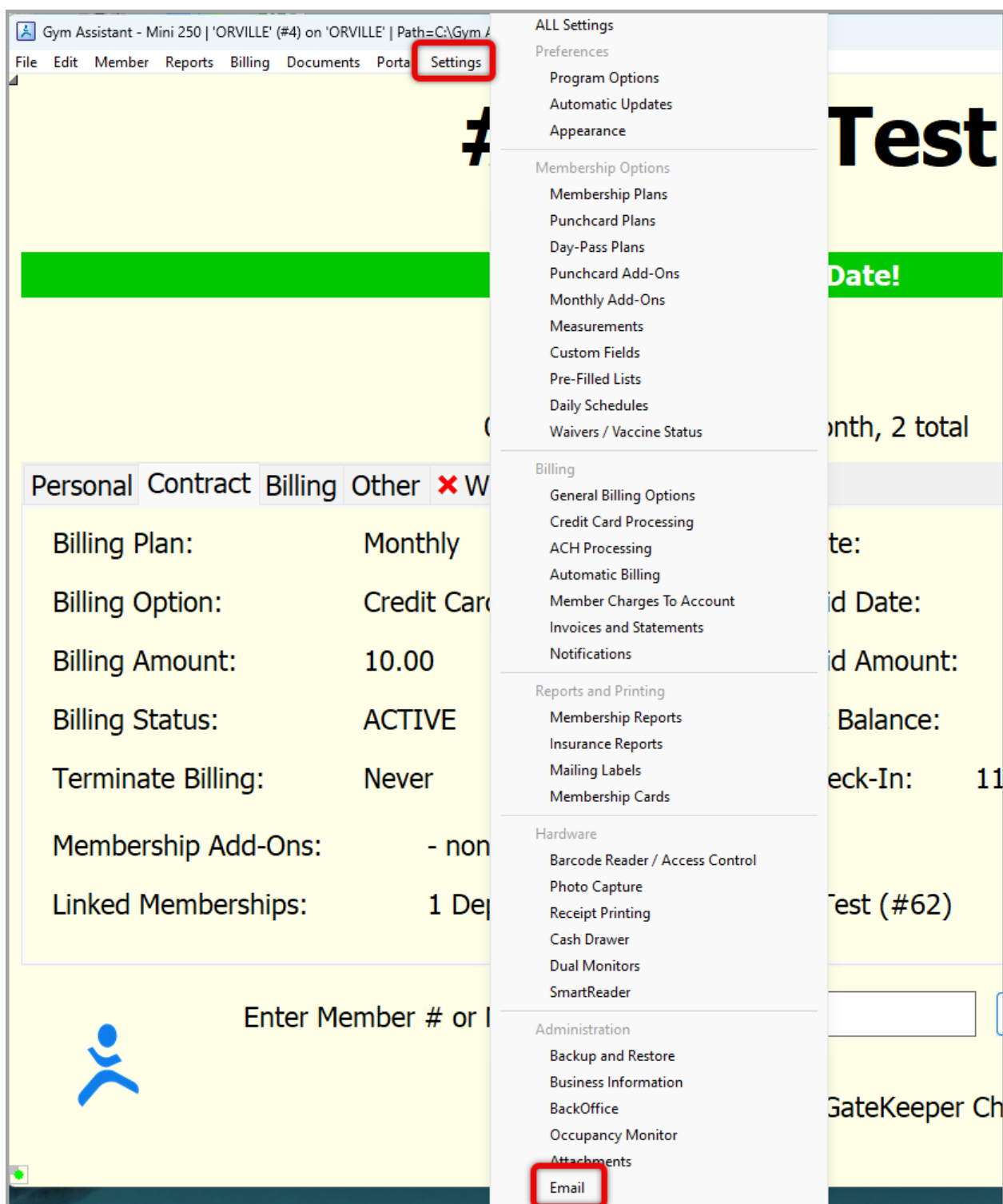
Phone: 877-496-2778

Email: suzette@gymassistant.com

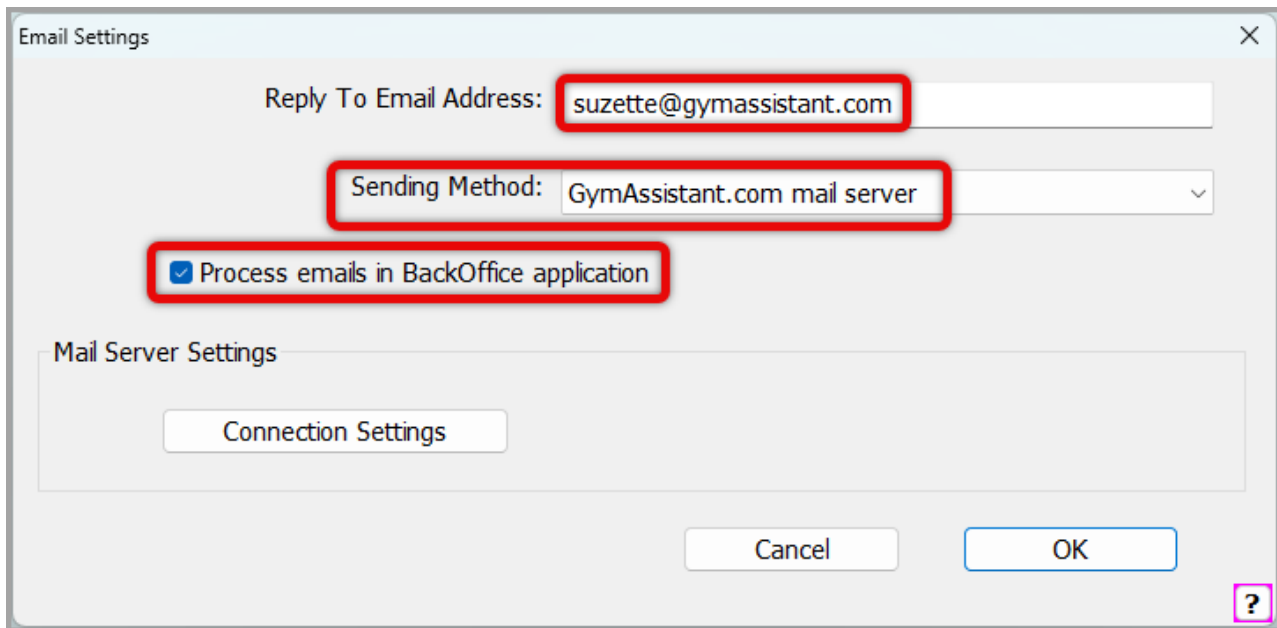
Cancel OK

?

- Click **Settings** > **Email**.



- Enter **Reply To Email Address** > select **Sending Method GymAssistant.com mail server** > check the box **Process emails in BackOffice** application.



The 'Email Settings' dialog box is shown. It has a title bar with a close button. The main area contains three fields: 'Reply To Email Address' with the value 'suzette@gymassistant.com', 'Sending Method' with a dropdown menu set to 'GymAssistant.com mail server', and a checked checkbox labeled 'Process emails in BackOffice application'. Below these is a section titled 'Mail Server Settings' containing a button labeled 'Connection Settings'. At the bottom are 'Cancel' and 'OK' buttons. A small question mark icon is in the bottom right corner.

Email Settings

Reply To Email Address: suzette@gymassistant.com

Sending Method: GymAssistant.com mail server

☒ Process emails in BackOffice application

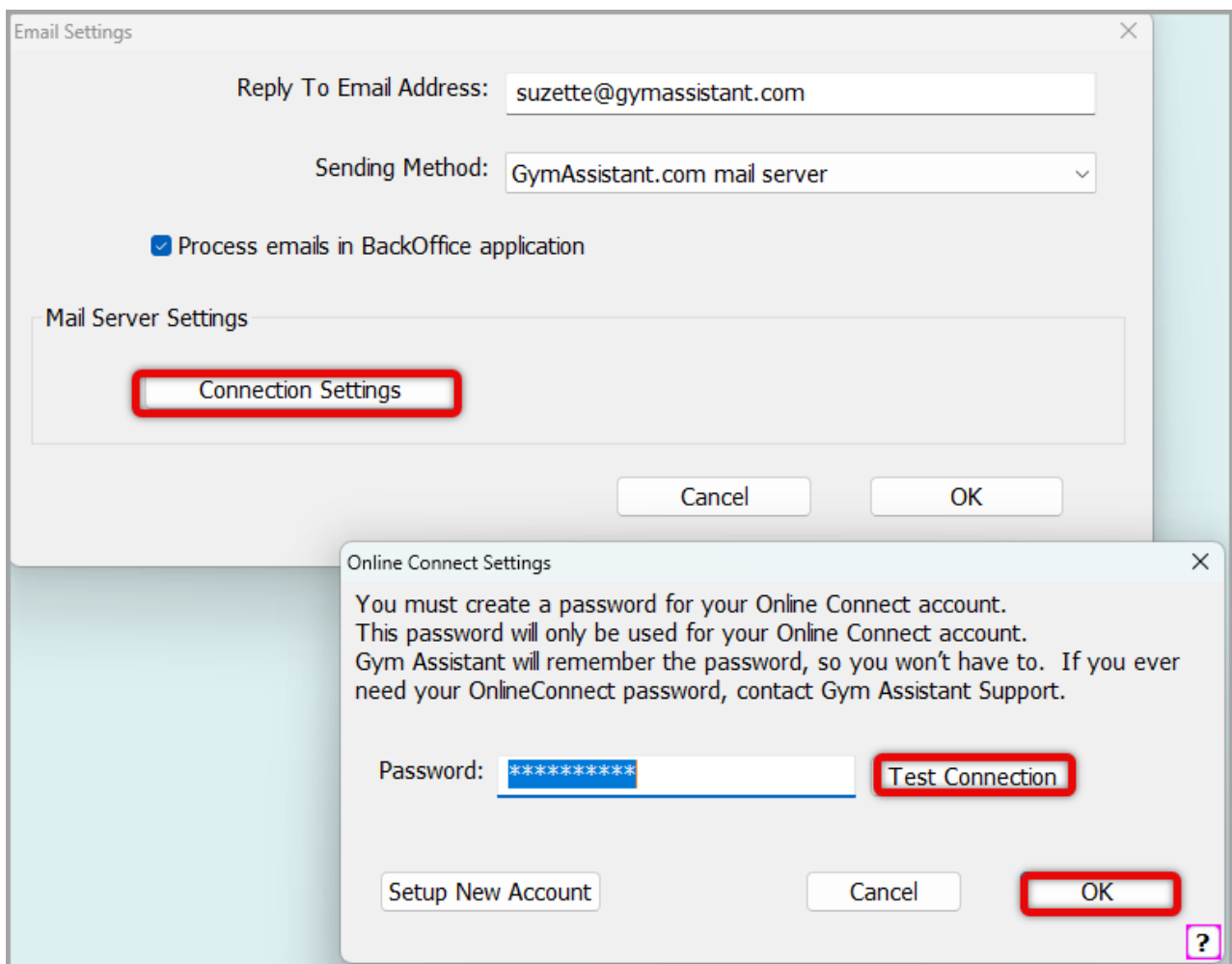
Mail Server Settings

Connection Settings

Cancel OK

?

- Click **Connection Settings > Test Connection** and proceed by clicking **OK**. If test is successful you will now be able to send emails from the Gym Assistant program. If not successful, refer to **How to Set Up Online Connect** article.



The 'Email Settings' dialog box is shown in the background, with the 'Connection Settings' button highlighted. In the foreground, the 'Online Connect Settings' dialog box is open. It has a title bar with a close button. The main area contains a text block: 'You must create a password for your Online Connect account. This password will only be used for your Online Connect account. Gym Assistant will remember the password, so you won't have to. If you ever need your OnlineConnect password, contact Gym Assistant Support.' Below this is a 'Password' field with a masked password '*****' and a 'Test Connection' button. At the bottom are 'Setup New Account', 'Cancel', and 'OK' buttons. A small question mark icon is in the bottom right corner.

Email Settings

Reply To Email Address: suzette@gymassistant.com

Sending Method: GymAssistant.com mail server

☒ Process emails in BackOffice application

Mail Server Settings

Connection Settings

Cancel OK

Online Connect Settings

You must create a password for your Online Connect account.
This password will only be used for your Online Connect account.
Gym Assistant will remember the password, so you won't have to. If you ever need your OnlineConnect password, contact Gym Assistant Support.

Password: ***** Test Connection

Setup New Account Cancel OK

?

Online URL: <https://gymassistant.phpkb.cloud/article/how-to-set-up-email-in-gym-assistant.html>