

How to Set Up Email in Gym Assistant

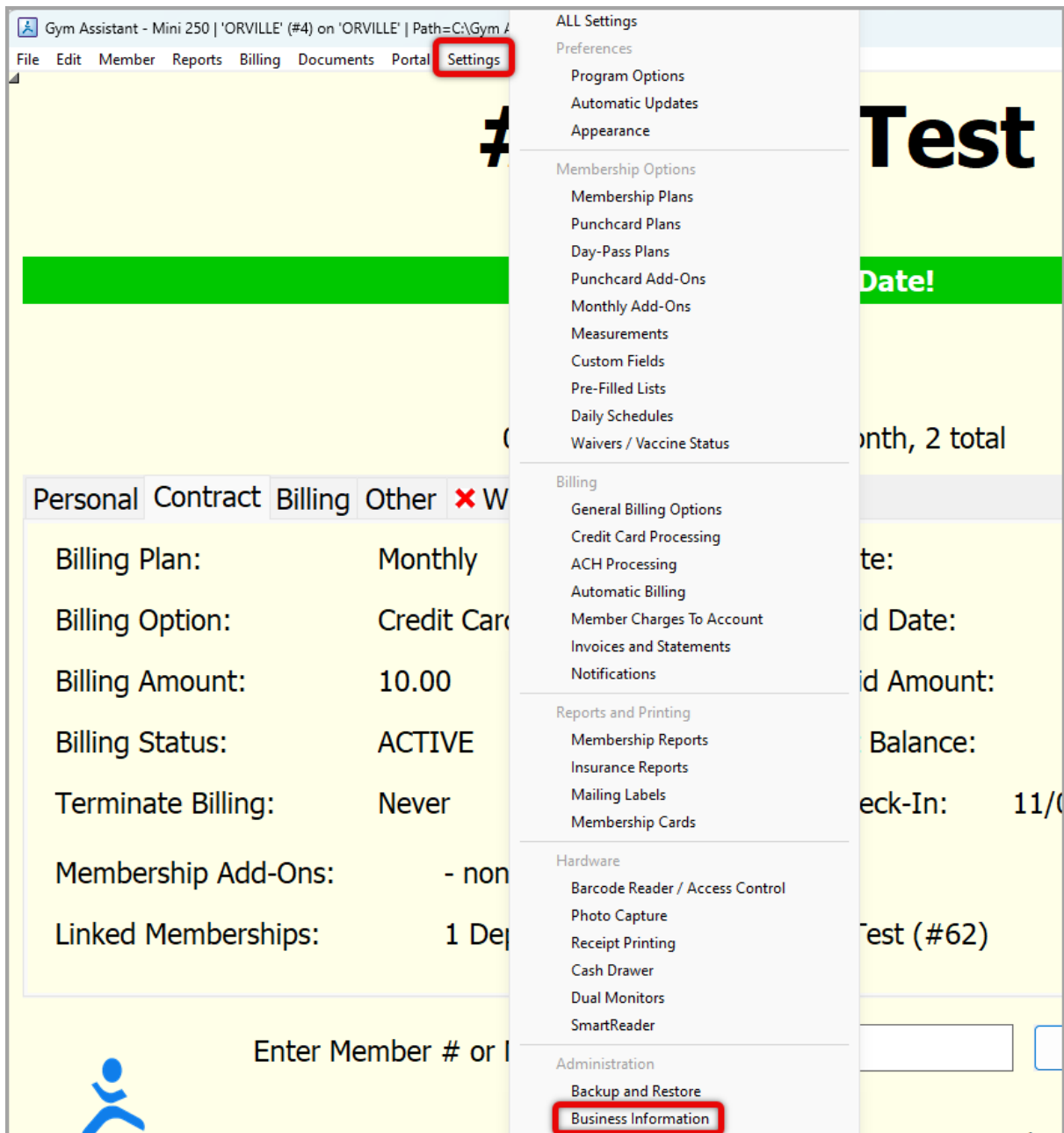
How to Setup Email September 2024

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

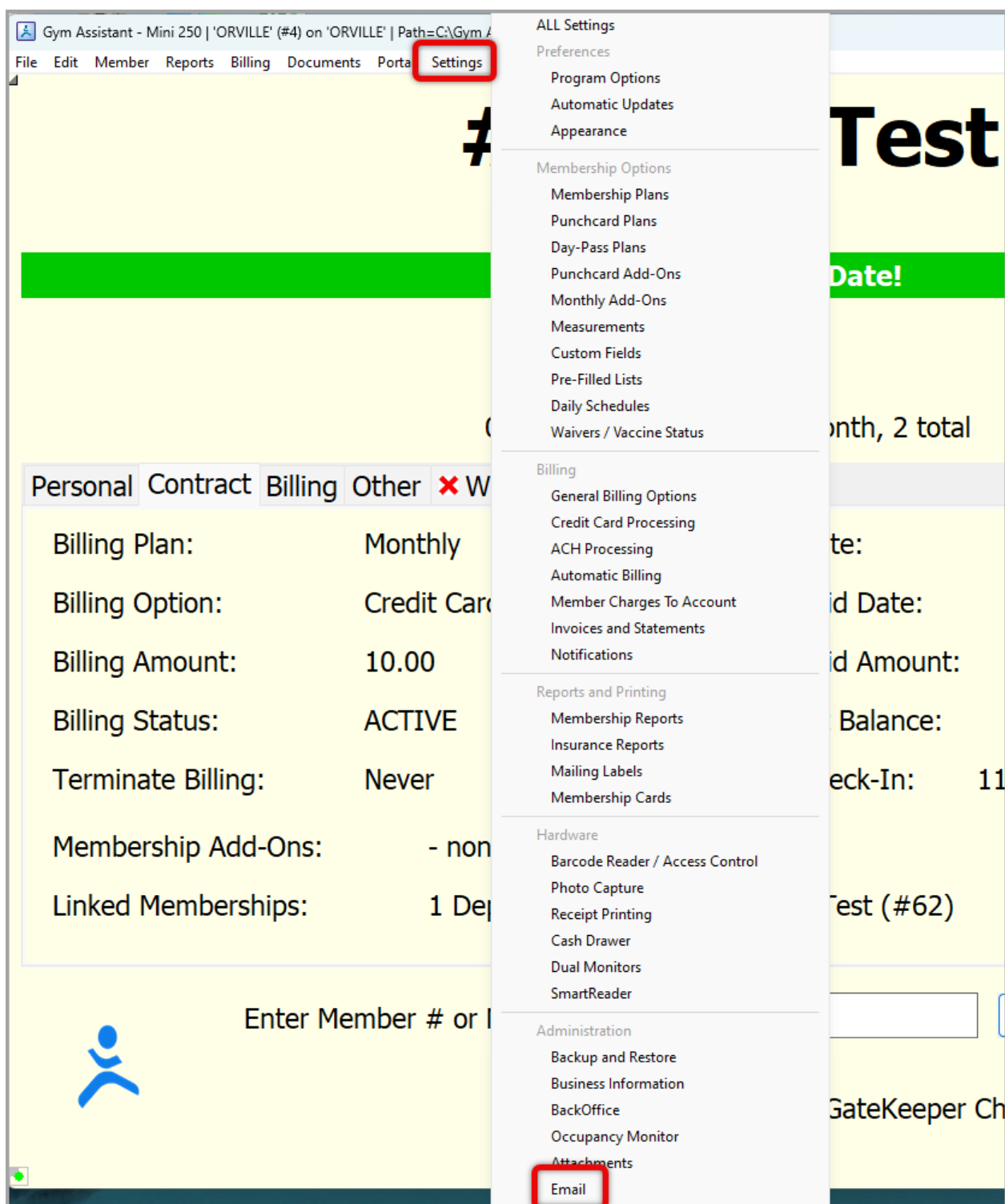
Phone: 877-496-2778

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.

Email Settings

Reply To Email Address:

Sending Method:

☒ Process emails in BackOffice application

Mail Server Settings

?

- 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.

Email Settings

Reply To Email Address:

Sending Method:

☒ Process emails in BackOffice application

Mail Server Settings

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:

?

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