

Hello (Customers name)

Hope you are well. In order for us to set up scan to email on your Toshiba system we will need the following information. Your IT person or whoever sets up new email accounts for you can answer the questions below.

If you do not have an IT person, please set up a g-mail account. Directions are below.

Go to

[https://accounts.google.com/SignUp?service=mail&hl=en\\_us&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F%3Fpc%3Den-ha-na-us-bk&utm\\_campaign=en&utm\\_source=en-ha-na-us-bk&utm\\_medium=ha](https://accounts.google.com/SignUp?service=mail&hl=en_us&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F%3Fpc%3Den-ha-na-us-bk&utm_campaign=en&utm_source=en-ha-na-us-bk&utm_medium=ha)

Fill in all the information and create the new email address. After that please call 1-800-277-2030 and place a helpdesk ticket for us to remote in and set up for you. With Gmail we will only need the email address and password. For security reasons we do not retain the password. Please write down for your own reference.

**(Examples)**

I.	SMTP address	_____	smtp.gmail.com
II.	user name	_____	abcsupply@gmail.com
III.	password	_____	P@ssw0rd123
IV.	from: address	_____	abcsupply@gmail.com
V.	port number	_____	587
VI.	SSL or TSL	_____	SSL