Email Settings
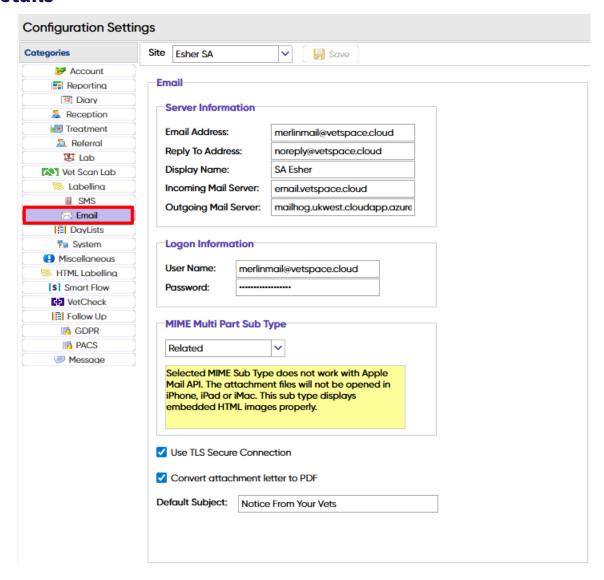
30/07/2025 4:13 pm BST

Summary

Email Settings can be accessed via: Administration > Settings and selecting the 'Email' category.

This page documents each setting.

Details

Server Information

Email Address

This is the email address that will be displayed as the 'sent from' address when a client receives it.

Reply to Address

This is the email address an email will go to if the client replies to the email.

Display Name

This is the display name that will be shown in a clients inbox.

Incoming Mail Server

As described - Configured by MWI Installation team.

Outgoing Mail Server

As described - Configured by MWI Installation team.

User Name

As described - Configured by MWI Installation team.

Password

As described - Configured by MWI Installation team.

MIME Multi Part Sub Type

As described - Configured by MWI Installation team.

Use TLS Secure Connection

As described - Configured by MWI Installation team.

Convert attachment letter to PDF

Enabled = Document attachments are converted to PDF prior to sending to Clients.

Disabled = Files are sent in their original format to Clients.

Default Subject

This becomes the default subject line for any emails sent from Merlin to a client. It can be overwritten at the time of producing the email.