SalonTouch Email Setup and Usage Instructions

Email Setup

1. Click on **Setup→Salon Info**.
2. Enter in the email address to use to send the emails. Any replies will come to this email address.
3. Click **Save**.

Send Emails

NOTE: It is recommended that you first send a test email to yourself using the steps below to verify the default settings will work. If you do not receive the test email then perform the steps in **SMTP Setup** section.

1. Click on **Employee→Manager→Reports – Local→Client** tab.
2. Click on **Page 2** tab at the bottom.
3. Select **Send Emails** button. Please be patient as it may take a little while to generate the client list.
4. Select the client(s) to receive the email.
5. Type in your subject line and the body of the message. You cannot insert images or documents into the body. However you can attach files to the email.
6. When finished click on the **Send Email** button.

SMTP Setup

If the test fails then perform the following steps. You should verify the SMTP server and port number with your Internet Service Provider (ComCast, Time Warner, etc.) or web email provider (Yahoo, Hotmail, etc.).

1. Click on **Setup→Salon Info→Sending Emails** tab.
2. Enter in your **SMTP Server** (i.e. mail.email.com, smtp.mail.yahoo.com).
3. The **SMTP Port** is usually 25.
4. **STOP:** Save the settings now and do your email test again.
5. If this test fails repeat step 1 in this section and then enter in your **Login** and **Password**.
6. Save the settings and try your test again.

Please be aware that we have run into situations where the email account's spam filter was blocking emails sent from SalonTouch. If you do not receive the email on any of the tests make sure to check the spam notification and/or spam folder.

Other Features (Email and Text Messaging)

- SalonTouch can also be configured to automatically send ***Thank You*** emails to your tanning clients and ***Welcome*** emails to new clients.
  1. Click on **Setup→Options→Options 4** tab.
  2. Place a check in either item 47, 48 or both and enter the message(s) you want sent.
  3. SalonTouch will send these emails behind the scenes automatically.
- **Text Messaging** (the **Msg** button at the top of SalonTouch) is an optional module that you must purchase. You can contact sales for detailed information and pricing at **877.SalonTouch**. The **Text Messaging** feature will provide you with these benefits:
  - Send messages regarding security violations.
  - Send messages showing daily business activity totals.
  - Send salon advertisements and special offer notifications to clients.
  - Send clients personal messages such as birthday notifications.
  - Send appointment reminders to clients.