

# How to set up email in Easy Grade Pro 4.0



Go to the **File** menu and pull down to **Email/Internet**

A screenshot of the 'Email Setup' dialog box in Easy Grade Pro 4.0. The dialog has two tabs: 'List' and 'Options'. The 'Options' tab is selected. The 'Action' dropdown is set to 'Email Student Reports' and the 'for:' dropdown is set to 'All students in Term 1: Walk to Math'. There are four checkboxes for email addresses: 'Student Email Address 1' (checked), 'Student Email Address 2' (unchecked), 'Teacher Email: rcurnow@cvsd.org' (unchecked), and 'Other' (unchecked). The 'Email Setup' section is expanded and contains several fields: 'Teacher Email' (rcurnow@cvsd.org), 'Teacher Name for Email' (Mr. Curnow), 'SMTP (email) Server' (Postman), 'Override default SMTP port: 25' (unchecked), 'SMTP Server requires authentication' (checked), 'Account ID' (rcurnow@cvsd.org), 'Password' (masked with asterisks), 'Batch emails to avoid spam-blocking' (checked), 'Emails in batch' (1), and 'Length of pause' (5 seconds). A red box highlights the 'Teacher Email', 'Teacher Name for Email', 'SMTP (email) Server', 'SMTP Server requires authentication', 'Account ID', 'Password', and 'Batch emails to avoid spam-blocking' fields. At the bottom, there is a field for 'Default @domain for incomplete email addresses:' with an '@' symbol.

Fill out the areas in the red box using your username and password.