

Sending Scheduling Notifications from a Corporate Amazon SES Account

Use the **Corporate Email** feature to send OnceHub notifications from your company's corporate Amazon SES account instead of the default `mailer@oncehub.com`. This brands your email communications, providing a more professional experience for your guests and users.

Note: Depending on your plan type, you may need to purchase the **Security and Compliance Add-On** to make use of this feature.

Impact of Enabling the Corporate Email Feature for Your Account

Once connected, all scheduling notifications sent to Guests and Hosts will originate from the designated corporate email account.

Only an Administrator or the Account Owner is authorized to configure this feature. Once configured, it will apply to all Users within the account.

How to Set Up Corporate Email

Follow these steps to connect your corporate email account to OnceHub:

Accessing the Corporate Email Settings

1. Click the gear icon in the top-right corner.
2. Select **Security (and Compliance)** from the dropdown menu.
3. Click on **Corporate Email** in the left-hand menu.
4. Click **Connect** to begin setup.

Providing Email Account Credentials

Once you click **Connect**, you'll be prompted to enter your account credentials as follows:

- **I am using:** Select **Amazon SES** from the dropdown list.
- **Sending Email Address:** Specify the email address that will be used to send notifications.
- **User name:** Enter your Amazon Simple Email Service (SES) SMTP username.
- **Password:** Enter your SMTP password.
- **Sending Email Name Label:** Enter the name label that will appear on emails sent to recipients.
- **SMTP Server:** Provide the URL of your SMTP server (e.g., `email-smtp.us-east-1.amazonaws.com`).
- **Port:** Specify the SMTP server port number (e.g., 587 for secure connections).

Finalizing the Setup

After entering all required credentials:

- Double-check your configuration settings for accuracy.
 - Click **Connect** to complete the setup.
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