

# Sending Scheduling Notifications from a Custom Corporate SMTP Server

Use the **Corporate Email** feature to send OnceHub notifications from your company's Custom SMTP server's mailbox 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.

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## 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.

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## How to Set Up Corporate Email

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

### Configuring Your Mail Server Settings

- If you use an internally-hosted mail server, you must grant access to OnceHub by allowing the server IP addresses in this [article](#).

### Accessing the Corporate Email Settings

1. Click the gear icon located in the top-right corner of the page.
2. Select **Account Integrations** from the dropdown menu.
3. Filter for **Corporate Email**.
4. Click on the **SMTP Server** tile.
5. Click **Connect** to begin setup.

### Providing Email Account Credentials

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

- **Sending Email Address:** Specify the email address that will be used to send notifications.
- **User name:** If your email server requires SMTP credentials, enter your SMTP username. If not, use the same email address as the Sending Email Address.
- **Password:** If your SMTP server requires credentials, provide the SMTP password. If no credentials are needed, enter the password for your email account.
- **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., smtp.office365.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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