

1. Sign in as administrator and click on Scan/Digital Send.
2. Click on email setup on the right.
3. Click on enable Scan to Email.
4. Edit or add a SMTP Server Name.

HP Color LaserJet FlowMFP M577
HP Color LaserJet FlowMFP M577 192.168.1.98

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Information General **Scan/Digital Send** Fax Supplies Troubleshooting Security HP Web Services Networking

Email Setup

Email Setup > Default Job Options Help

Control panel on the Security tab and uncheck Guest to change Contacts.

This feature allows users to scan documents and send them as email attachments to one or more email addresses.

Enable Scan to Email

Outgoing Email Servers (SMTP)

Server Name	Port Number	Server Usage
smtp.gmail.com	587	Send Email

Address and Message Field Control

Select the desired setting for each field and whether the field can be edited by the user at the control panel. If any selections require users to sign in, set the base application to require

5. Scroll down and set the Default From address and click Apply.

Email Setup > Default Job Options Help

Address and Message Field Control

Select the desired setting for each field and whether the field can be edited by the user at the control panel. If any selections require users to sign in, set the base application to require signing in by navigating to the Security tab.

From: User editable

Default From:

Default Display Name:

Note: This is an optional setting. If set, the display name is shown at the control panel rather than the Default From: address.

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6. Click on Add or Edit the SMTP Server name.

hp **HP Color LaserJet FlowMFP M577**
HP Color LaserJet FlowMFP M577 192.168.1.98

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Information **General** **Copy/Print** **Scan/Digital Send** **Fax** **Supplies** **Troubleshooting** **Security** **HP Web Services** **Networking**

Email Setup
Default Job Options
Quick Sets
+ Scan to Network Folder
Scan to SharePoint®
+ Scan to USB Drive
Contacts
+ Email and Scan to Network Folder Quick Setup Wizards
Digital Sending Software Setup

Email Setup > Default Job Options

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Outgoing Email Servers (SMTP)

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<input type="checkbox"/> smtp.gmail.com	587	Send Email

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Select the desired setting for each field and whether the field can be edited by the user at the control panel. If any selections require users to sign in, set the base application to require

7. Enter SMTP server name, port number and check enable SMTP SSL/TLS if needed and click next.

Copy/Print **Scan/Digital Send** **Fax** **Supplies** **Troubleshooting** **Security** **HP Web Services** **Networking**

Outgoing Email Servers (SMTP)

Set the basic information necessary to connect to the server.

Server Name * **Port Number ***
Host name or IP address Server port

Split emails if larger than (MB) * (0-100.00)
The email will be split into multiple emails if larger than the specified size. If the value is 0 the email will not be split.

Enable SMTP SSL/TLS Protocol
 Validate certificates for outgoing server connections

8. Select if it requires authentication.

9. If this is required select always use these credentials and enter a username and password. Then click next.

Outgoing Email Servers (SMTP)

Server Authentication Requirements

Server does not require authentication

Server requires authentication

Always use these credentials ▼

User Name: *

Password: Show

Verify Access

Previous Next Finish Cancel

10. Most of the time these will be unchecked.

Outgoing Email Servers (SMTP)

Server Usage

Choose which functions will send email through this server. Configuring an SMTP server is one of multiple steps to enable these functions.

Use this server for:

Email: Send scanned documents and job status notifications.

Fax: send faxes when the fax send method is set to Internet Fax

Automated Emails: Device alerts, scheduled reports, and archived faxes are examples of automated emails sent by this device.

AutoSend: send device information to HP or other recipients

Previous Next Finish

11. Enter an email address and click on test. This may take 2 minutes.

Outgoing Email Servers (SMTP)

Summary and Test

- ✔ SMTP address is smtp.gmail.com
- ✔ SMTP SSL protocol is enabled
- ✔ Validating certificates for outgoing server connections is False
- ✔ Server uses port 587
- ✔ Server requires authentication
- ✔ Server usage: Send Email

Send Test Email:

Test

Previous

Next

Finish

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12. If you get the successfully sent message SMTP will be setup. If the job log is showing that the jobs are successful but the emails aren't arriving then check the junk or spam folder.

Outgoing Email Servers (SMTP)



Successfully sent. Please check your inbox or junk mail folder.

Summary and Test

- ✔ SMTP address is smtp.gmail.com
- ✔ SMTP SSL protocol is enabled
- ✔ Validating certificates for outgoing server connections is False
- ✔ Server uses port 587
- ✔ Server requires authentication
- ✔ Server usage: Send Email

Previous

Next

Finish

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