

# Configuring and Sending E-mails

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DX-R & scil IPS Software

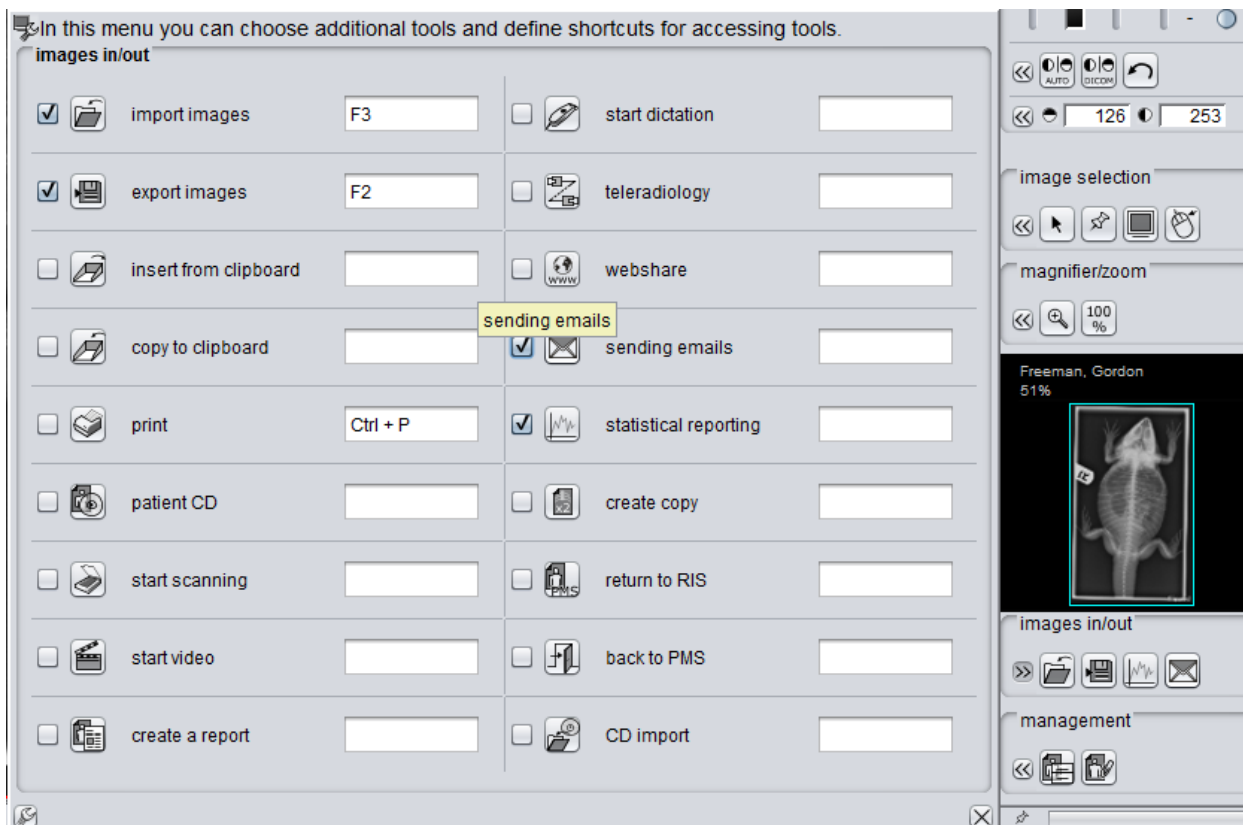


This document is intended for scil animal care company employees and clients. This document is for training purposes only.

# Configuring and Sending E-mails

To be able to send e-mails in the viewing software (scilPACS or Dragonfly) you must first configure your e-mail account to be able to send them.

1. Open the viewer and load an image.
2. Expand the Images In/Out menu and select "Sending Emails". The button will not be active if there is no image loaded



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3. In the next window, if you need to configure your email settings, click the wrench in the “Use the following sender address” box at the bottom; that will open a new window. The instructions are on the following page.
4. Else, follow the steps from the top to the bottom of the window:
  - a. Select which images you would like to send
  - b. Choose your file format (typically jpeg)
  - c. Enter your recipients’ addresses
  - d. Write your email
  - e. Choose your email address from the box at the bottom
  - f. Send your email

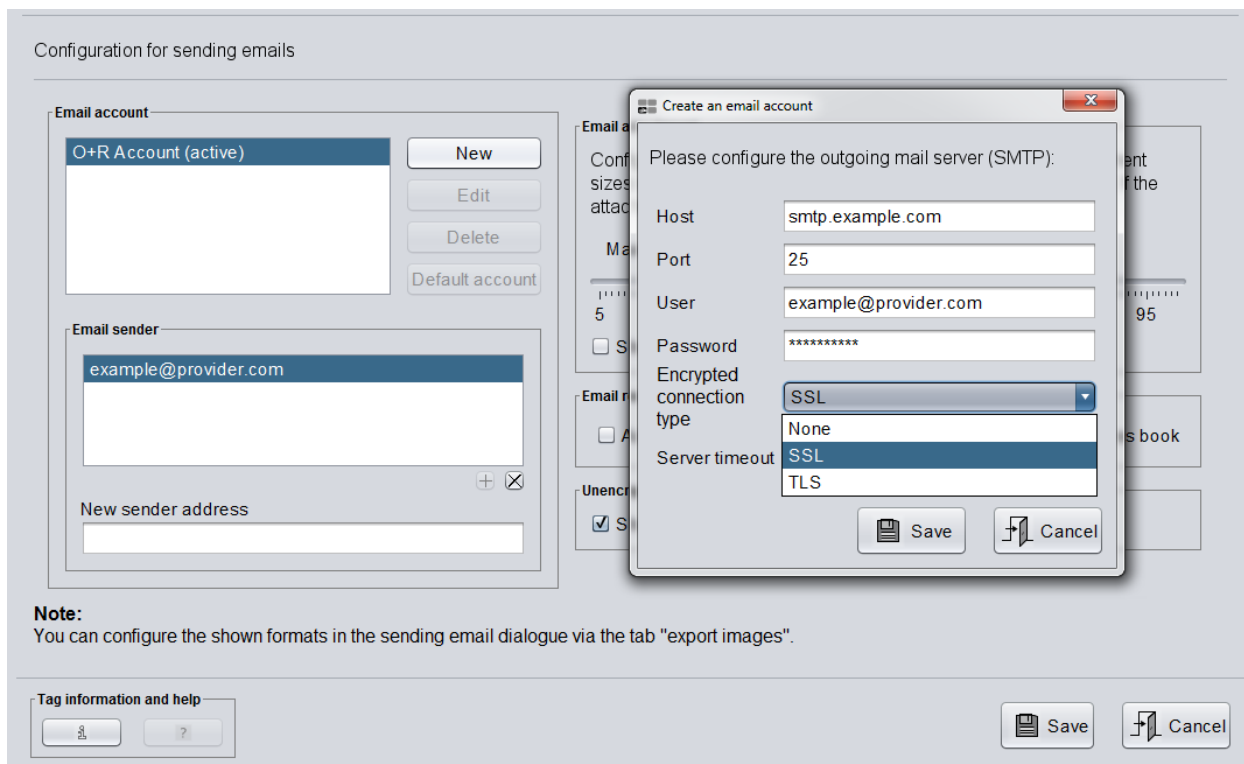
The screenshot shows an email configuration window with the following sections:

- Header:** An envelope icon and the text "You can send images and findings for selected recipients via email."
- Image Selection:** "Please select the images to be sent ..." with radio buttons for "... the current image", "... the current series (1)", "... all selected images", and "... all loaded images (2)". There are also checkboxes for "with reports" and "reports only".
- Format Selection:** "Please select the format" with buttons for JPEG, TIFF, Bitmap, PNG, and DICOM. A "Send images as zip file" checkbox and a "Show attachment size" button are also present.
- Send Options:** "Send images with following options" with checkboxes for "export with overlays", "export with annotations", "anonymize/customize DICOM data", and "DICOM data".
- Recipients:** "Please enter the recipients" with two "To:" input fields, an "Address book" button, and a scroll bar.
- Email Content:** "Send following email to the recipients" with a "Template:" dropdown, a font family dropdown (set to Arial), a font size dropdown (set to 12), and a large text area for the subject and body.
- Sender Address:** "Use the following sender address" with a dropdown menu showing "example@provider.com" and a wrench icon for configuration.
- Footer:** A "Request read receipt" checkbox, a "Send" button, and a "Cancel" button.

Red boxes in the image highlight the format selection, recipients, email content, and sender address sections.

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5. In the “Email account” box, click “New”; this will open the window on the right of the following image. In this box, you must configure your email provider’s smtp information as well as enter your account information. Click Save.
6. Your email account will appear in the “Email account” window. Select it and click the “Default account” button. Then type your email address in the “New sender address” box and click the + button. Click Save.



**Note:**

You can configure the shown formats in the sending email dialogue via the tab "export images".

