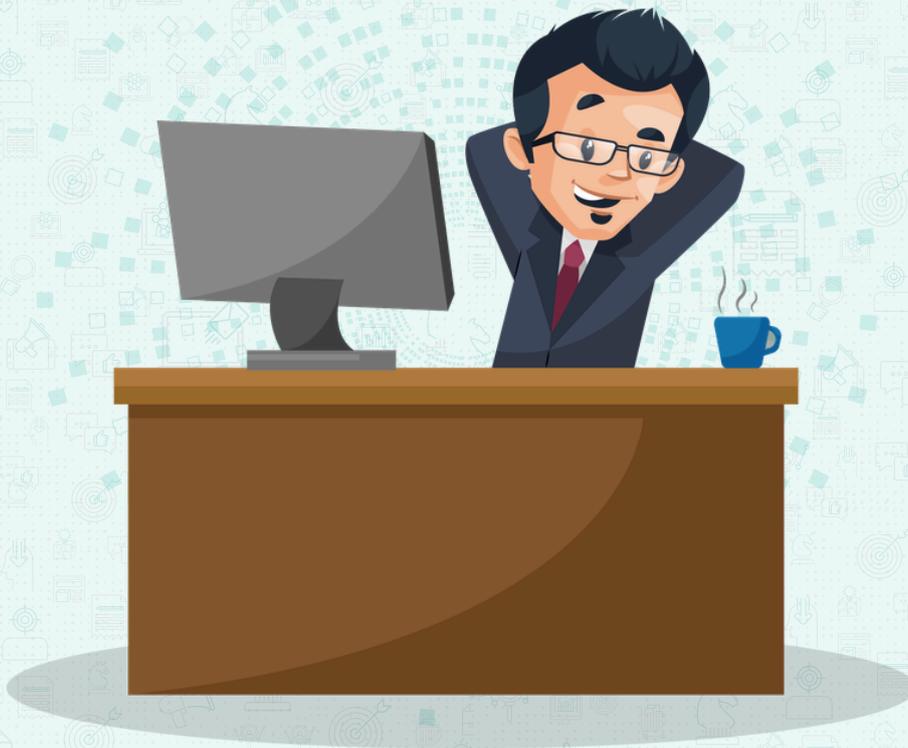




CA CloudDesk

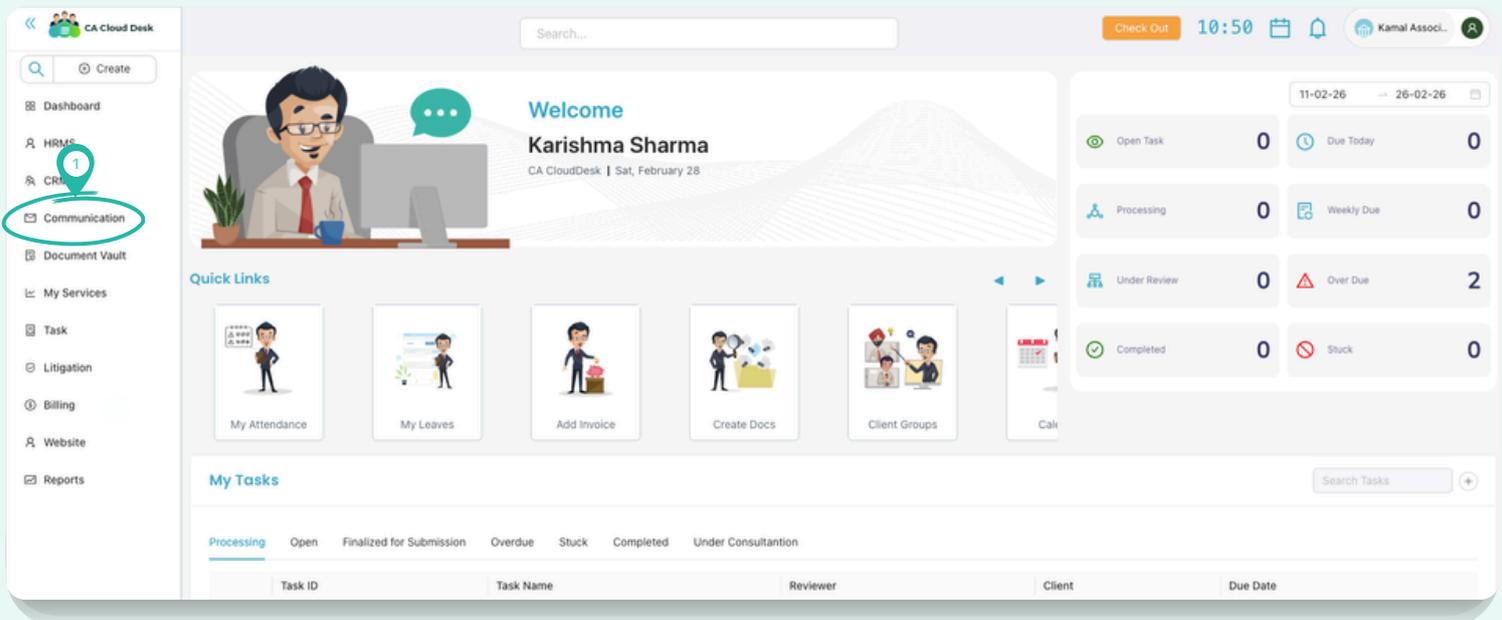
Email

CA CloudDesk



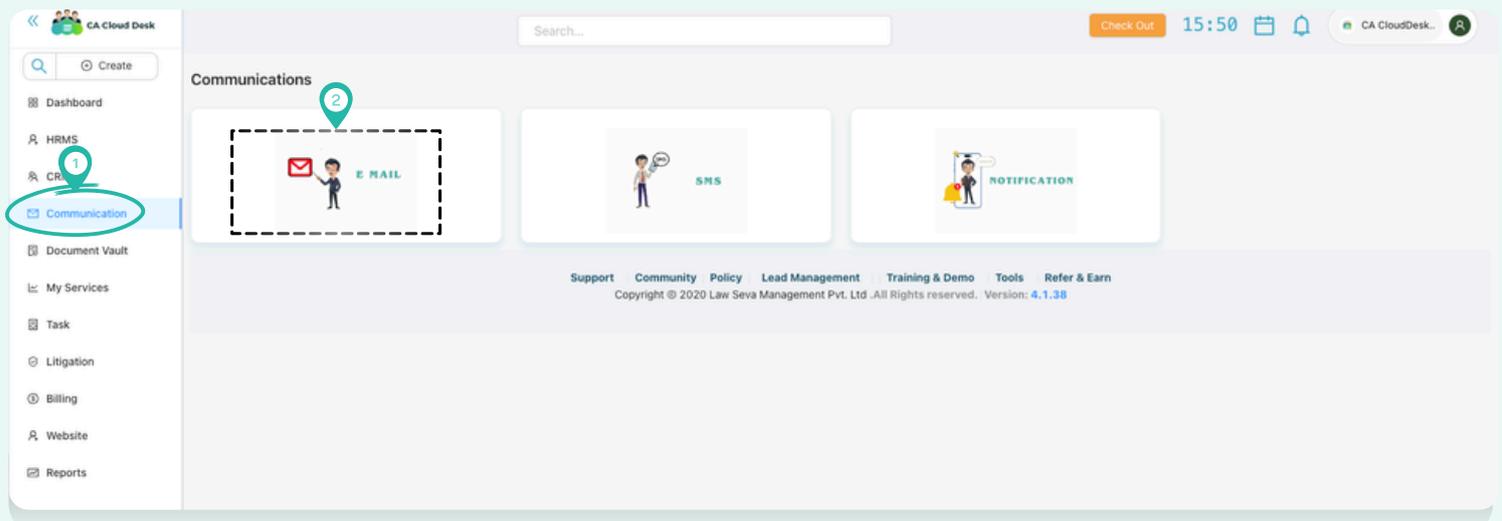
## Step 1: Login and open Communication.

1. Login to your CA Cloud Desk account.
2. From the left panel on the dashboard, click **Communication**.
3. Select Email.



The screenshot shows the CA CloudDesk dashboard for user Karishma Sharma. The left sidebar contains a navigation menu with 'Communication' highlighted in red and a red circle with the number '1' next to it. The main dashboard area displays a welcome message, quick links for attendance, leaves, invoices, documents, and client groups, and a 'My Tasks' section with a table of task statuses.

Task ID	Task Name	Reviewer	Client	Due Date

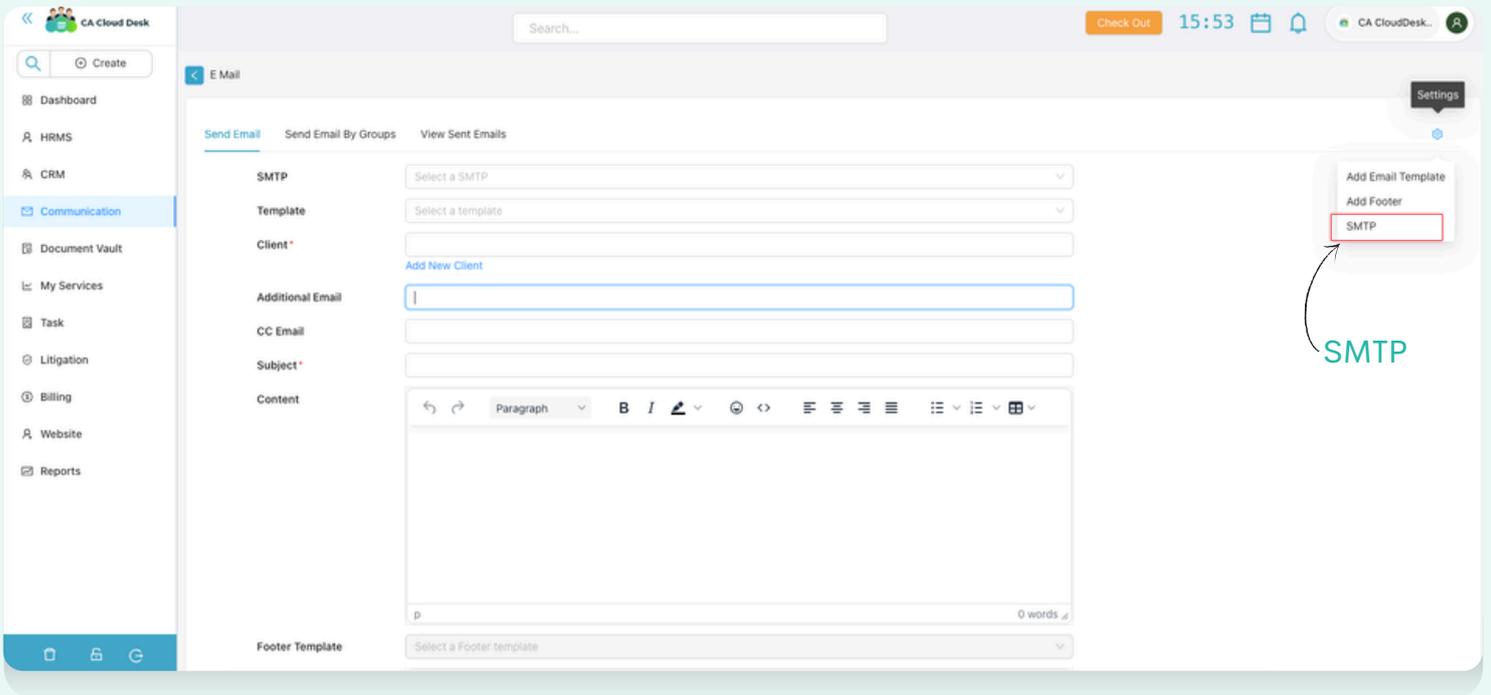


The screenshot shows the 'Communications' page in CA CloudDesk. The 'Communication' menu item in the sidebar is circled in red with a red circle containing the number '2'. The main content area displays three communication options: 'E MAIL', 'SMS', and 'NOTIFICATION'. The 'E MAIL' option is highlighted with a dashed red box.

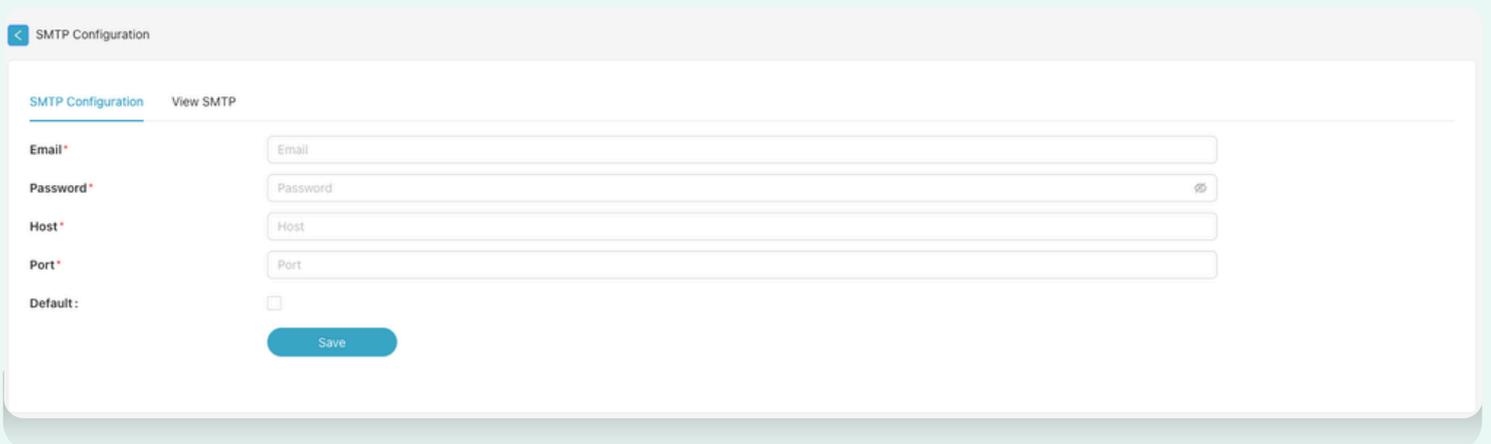


## Step 2: Select Settings

from settings options, first the SMTP Configuration Needs to be done then from Add email template create email template.



The screenshot displays the 'E Mail' configuration interface. On the left is a navigation sidebar with options like Dashboard, HRMS, CRM, Communication, Document Vault, My Services, Task, Litigation, Billing, Website, and Reports. The main area is titled 'E Mail' and contains sections for 'Send Email', 'Send Email By Groups', and 'View Sent Emails'. The 'Send Email' section includes fields for SMTP (dropdown), Template (dropdown), Client (text with 'Add New Client' link), Additional Email (text), CC Email (text), Subject (text), and Content (rich text editor). A 'Footer Template' dropdown is at the bottom. On the right, a 'Settings' dropdown menu is open, showing 'Add Email Template', 'Add Footer', and 'SMTP' (highlighted with a red box). An arrow points from the text 'SMTP' to this highlighted option.

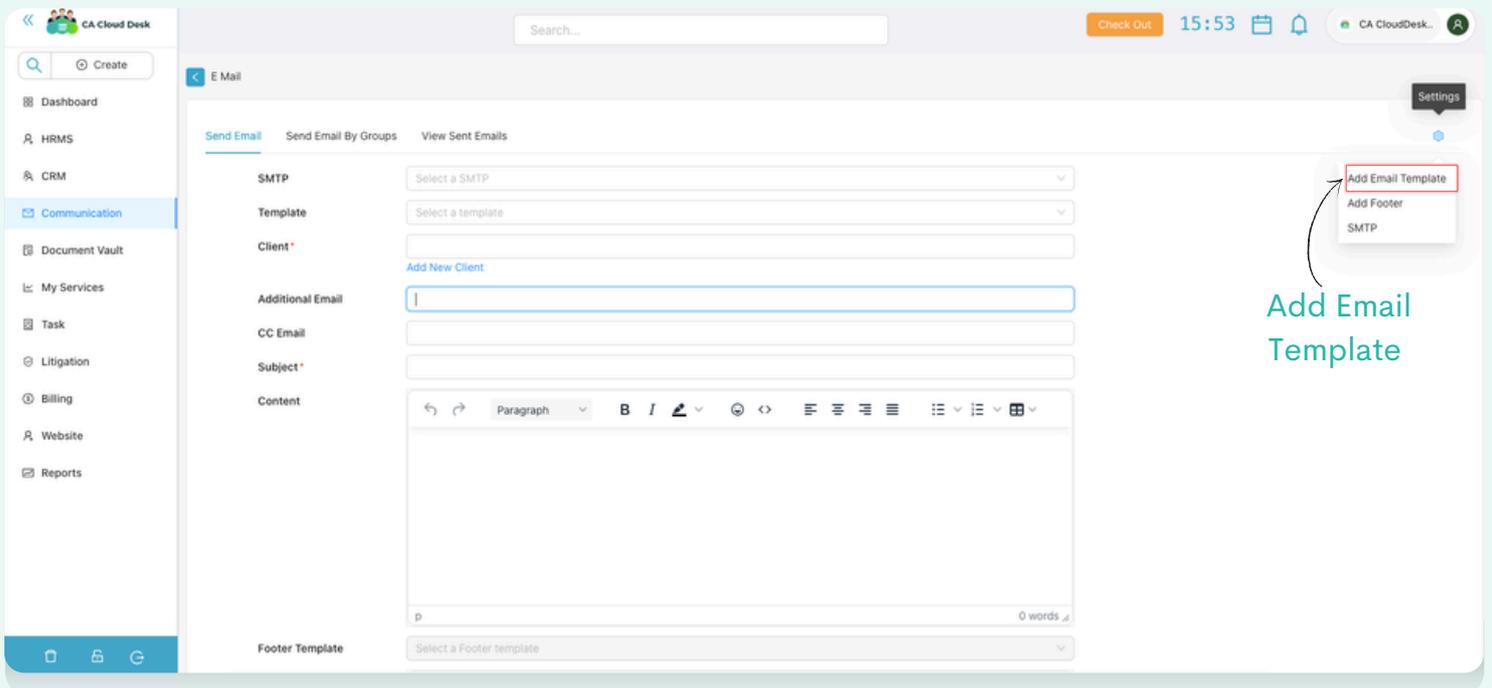


The screenshot shows the 'SMTP Configuration' page. It features a 'View SMTP' link and a 'SMTP Configuration' section with the following fields: 'Email\*' (text), 'Password\*' (password with eye icon), 'Host\*' (text), and 'Port\*' (text). There is also a 'Default:' checkbox. A blue 'Save' button is located at the bottom of the form.

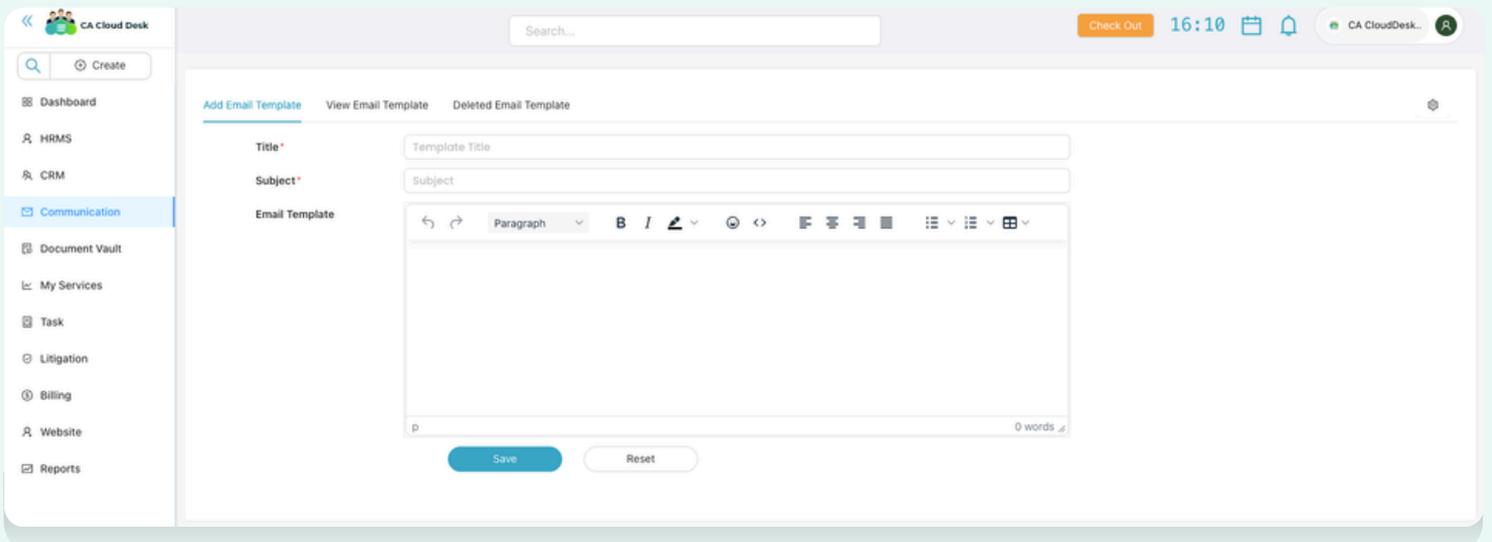
For SMTP Configuration needs to fill following details Emails, Password, Host, Port and then save .

## Step 3: Add Email Template.

from settings options, from Add email template option create email template, by providing Title , subject and email template.



The screenshot shows the 'E Mail' configuration page. On the right side, a dropdown menu is open, listing 'Add Email Template', 'Add Footer', and 'SMTP'. A red rectangular box highlights the 'Add Email Template' option. An arrow points from the text 'Add Email Template' (written in teal) to this highlighted option.



The screenshot shows the 'Add Email Template' page. It features three tabs: 'Add Email Template' (active), 'View Email Template', and 'Deleted Email Template'. The main content area includes a 'Title' field, a 'Subject' field, and a large 'Email Template' field with a rich text editor toolbar. At the bottom, there are 'Save' and 'Reset' buttons.

E Mail

Send Email   Send Email By Groups   View Sent Emails

SMTP: Select a SMTP

Template: Select a template

Client\*: **Add New Client**

Additional Email

CC Email

Subject\*

Content: Paragraph, B, I, , , , , , ,  0 words

Footer Template: Select a Footer template

Footer Content: Paragraph, B, I, , , , , , ,  Saurabh Bhardwaj 2 words

Attachments: + Add Attachment

Send Email   Schedule and Send   Reset

Now you can send emails ,If you have already Created client groups so you can send emails by using sent Emails by Group option .

