



InstaMember USER'S GUIDE

Setting Up Email Options

Setting Up Email Options

This guide will help you in setting up the email options of your InstaMember powered site. This includes detailed information and option on how you can optimize email handling using InstaMember.

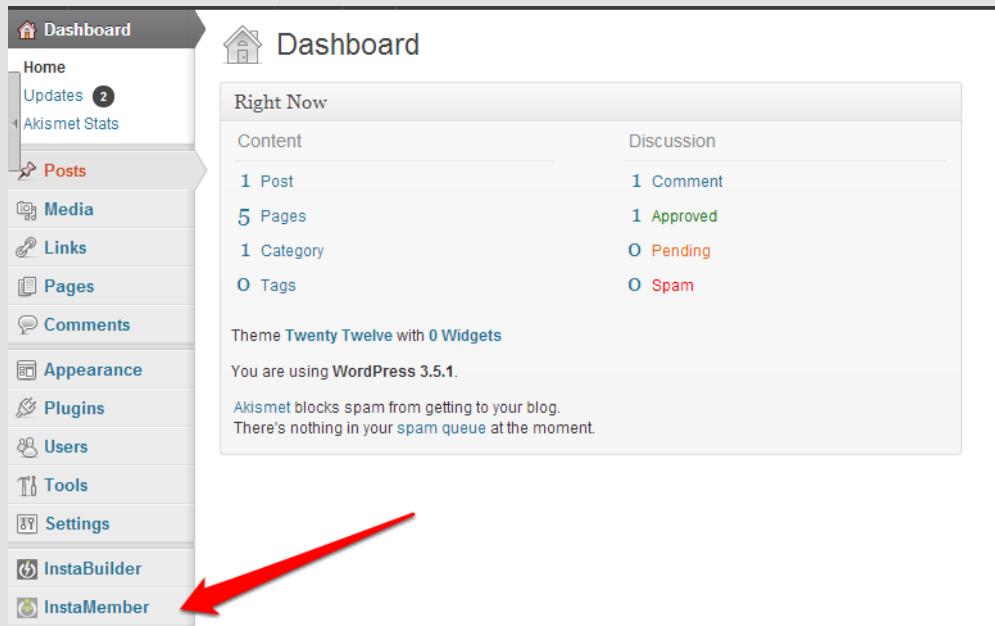
TABLE OF CONTENTS

Title Page	1
Introductory Page	2
Table of Contents	3
Setting Up Email Options	4
Credits & Contact Page	9

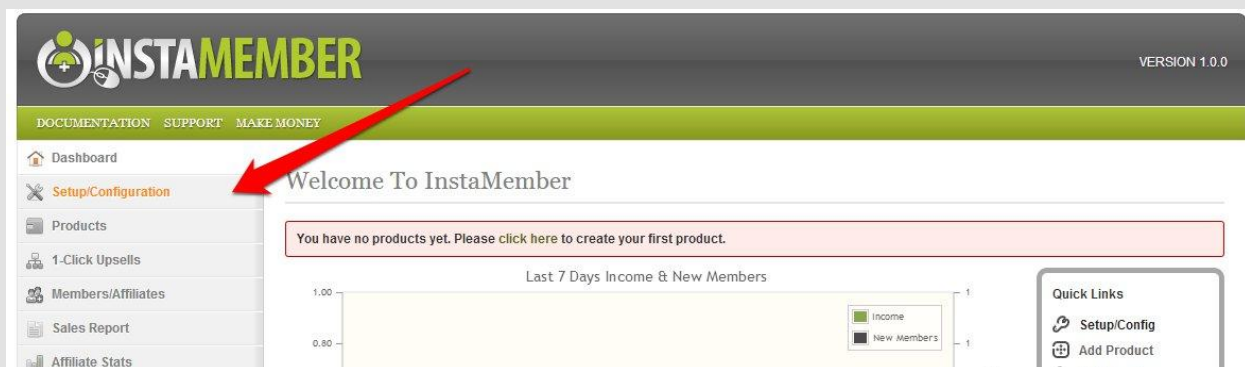
Setting Up Email Options

This guide assumes that you have already logged in and successfully installed InstaMember to your wordpress site.


1. Navigate to your Instamember Dashboard by clicking the **Instamember** menu option on your wordpress dashboard.



2. Click '**Setup/Configuration**' to start setting up your InstaMember powered site.



3. Once clicked, you should see the setup/configuration page similar to this image


VERSION 1.0.0

DOCUMENTATION SUPPORT MAKE MONEY

Dashboard

Setup/Configuration

Products

1-Click Upsells

Members/Affiliates

Sales Report

Affiliate Stats

Manage Licenses

Support Desk

Broadcast Emails

Membership URLs

Config Menu: General Payments Email Integration Form Editor Block Email/IP

Basic Configuration

Business Name

Please enter your business name.

Business Address


Please enter your business address.

Membership Configuration

Currency

Membership Handler Page

4. Click the 'Email' button.


VERSION 1.0.0

DOCUMENTATION SUPPORT MAKE MONEY

Dashboard

Setup/Configuration

Products

1-Click Upsells

Members/Affiliates

Sales Report

Affiliate Stats

Manage Licenses

Support Desk

Broadcast Emails

Membership URLs

Config Menu: General Payments Email Integration Form Editor Block Email/IP

Email Settings

Default Admin Email

Default Sender Name

Email Delivery System

Enable Email Throttle Queue

Important: If you're on a shared hosting or a low-end server, it is RECOMMENDED that you turn this option ON, unless you use a 3rd-party SMTP server, such as Amazon SES, SendGrid, PostmarkApp, etc.

When this option is turned on, InstaMember will send all broadcast/bulk emails periodically to avoid your mail server from getting overloaded.

Email Sending Limit per hour

Cron Command

5. Fill in the fields with the appropriate data:

Email Settings

Default Admin Email

Default Sender Name

Email Delivery System

Enable Email Throttle Queue

Important: If you're on a shared hosting or a low-end server, it is RECOMMENDED that you turn this option ON, unless you use a 3rd-party SMTP server, such as Amazon SES, SendGrid, PostmarkApp, etc.

When this option is turned on, InstaMember will send all broadcast/bulk emails periodically to avoid your mail server from getting overloaded.

Email Sending Limit per hour

Cron Command

Put the command above into your "Cron" and set it to run for EXACTLY every 15 minutes. Please read the user manual for more info about setting up a cron job.

- **Default Admin Email** – this field should be filled out with the email you will be using to send out email.
- **Default Sender Name** – this field should be filled out with the desired name you want to appear as the sender on every email sent.
- **Email Delivery System** – by default this is set to be handled by the default php email.
 - **SMTP** – unlike the default php email and Amazon SES, this option provides additional fields for you to supply data in.

Email Delivery System

SMTP Host

SMTP Port

SMTP Security

SMTP Username

Note: Please leave this field blank if your SMTP server does not required authentication.


SMTP Password

Note: Please leave this field blank if your SMTP server does not required authentication.

- 6. Enable Email Throttle Queue** – this is a feature of InstaMember that enables you to send all broadcast/bulk emails periodically to avoid your email server from getting overloaded. By default this is turned

on. You can setup the **Email Sending Limit** per hour and the **Cron Command** (please read the user manual for more information in setting up a cron job.).

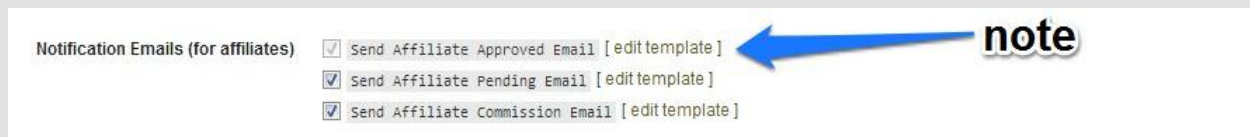
- 7. Notification Emails (for members)** – this contains the options to enable sending of specific emails to the members of your site. Each checkbox has a corresponding link to edit the template. *Note: the only checkbox that you can check and uncheck is **Send Membership Cancellation Email**.*



Notification Emails (for members)

- ☒ Send Welcome Email [edittemplate]
- ☒ Send Confirmation Email [edittemplate]
- ☒ Send Forgot Password Email [edittemplate]
- ☒ Send Payment Receipt Email [edittemplate]
- ☒ Send Membership Cancellation Email [edittemplate]

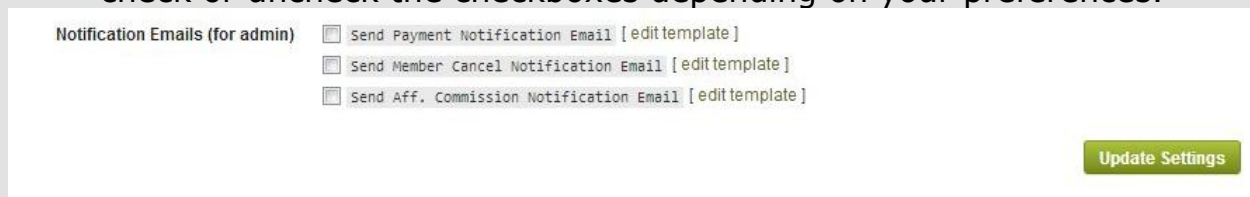
- 8. Notification Emails (for affiliates)** – this contains the options to enable sending of specific emails to affiliate members of your site. Each checkbox has a corresponding link to edit the template. *Note: the only checkbox that you can't uncheck and is checked by default is **Send Affiliate Approved Email**.*



Notification Emails (for affiliates)

- ☒ Send Affiliate Approved Email [edittemplate]
- ☒ Send Affiliate Pending Email [edittemplate]
- ☒ Send Affiliate Commission Email [edittemplate]

- 9. Notification Emails (for admin)** – this contains the options to enable sending of specific emails to the administrator of the website. Each checkbox has a corresponding link to edit the template. You can check or uncheck the checkboxes depending on your preferences.

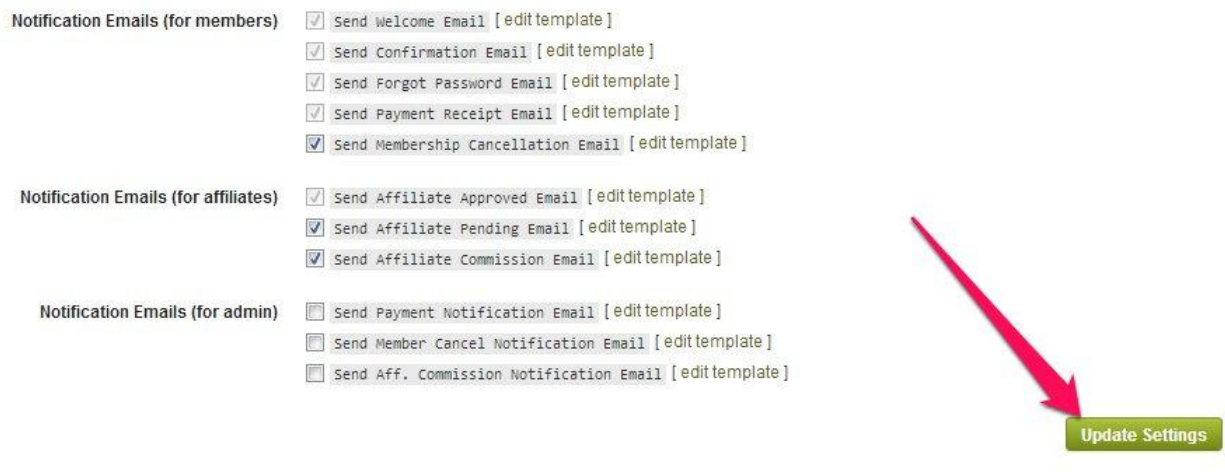


Notification Emails (for admin)

- ☐ Send Payment Notification Email [edittemplate]
- ☐ Send Member Cancel Notification Email [edittemplate]
- ☐ Send Aff. Commission Notification Email [edittemplate]

Update Settings

- 10.** Once you are done with the Email Settings, save or update the changes you have made by clicking the update settings button.



Notification Emails (for members) ☒ Send Welcome Email [edit template]
☒ Send Confirmation Email [edit template]
☒ Send Forgot Password Email [edit template]
☒ Send Payment Receipt Email [edit template]
☒ Send Membership Cancellation Email [edit template]

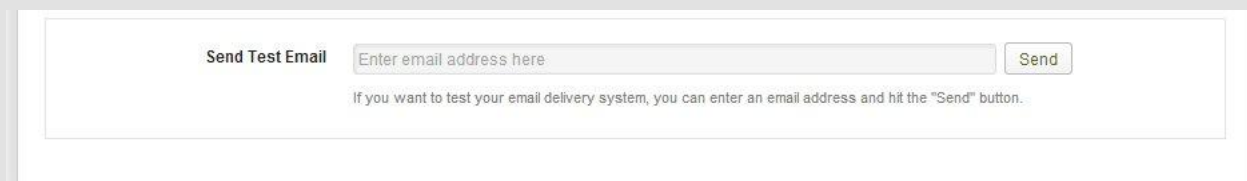
Notification Emails (for affiliates) ☒ Send Affiliate Approved Email [edit template]
☒ Send Affiliate Pending Email [edit template]
☒ Send Affiliate Commission Email [edit template]

Notification Emails (for admin) ☐ Send Payment Notification Email [edit template]
☐ Send Member Cancel Notification Email [edit template]
☐ Send Aff. Commission Notification Email [edit template]

[Update Settings](#)

Note: If you would like to test your email delivery system firsthand, you may do so by sending yourself a test email to confirm everything is working smoothly.

The **Send Test Email** field can be found on the bottom most part of the email options page. Just enter a valid email address and click the **Send** button to check whether you are good to go with the email options settings.



Send Test Email

If you want to test your email delivery system, you can enter an email address and hit the "Send" button.

BROUGHT TO YOU BY: SUZANNA THERESIA

If you have any questions or input on how we could improve this manual, please contact our support team at <http://asksuzannatheresia.com>