

# How to configure Mail with SendGrid

To setup a SendGrid email server to send out email on phpFox, you need to follow these below steps:

1. **Create new API Key.**
2. **Add email server information to phpFox setting.**

## 1. Create new API Key

Login to [SendGrid dashboard](#) using your username & password.

After logging in, select **Settings** >> **API Keys** >> You will see *a list of API keys* here.

**API Keys**

Create API Key

NAME	API KEY	ACTION
[Blurred Name]	[Blurred API Key]	[Gear Icon]

Click on **Create API Key** button to create new API key to use on your phpFox site.

# Create API Key

API Key Name •

TestKey



API Key Permissions • 

## Full Access



Allows the API key to access GET, PATCH, PUT, DELETE, and POST endpoints for all parts of your account, excluding billing.

## Restricted Access



Customize levels of access for all parts of your account, excluding billing.

## Billing Access



Allows the API key to access billing endpoints for the account. (This is especially useful for Enterprise or Partner customers looking for more advanced account management.)

Cancel

Create & View

Depends on your requirements, you can set the permissions for your key appropriately.

Usually you should choose **Full Access** permission. Click on **Create & View** button to create the key.

If the key is created successfully, there will be a page to show the key.



## API Key Created

Please copy this key and save it somewhere safe.

For security reasons, we cannot show it to you again

SG.RI [REDACTED]

Done

Note the key down for later use.

## 2. Add email server information to phpFox setting

Once you have API Key ready, you now can add the mail server information to phpFox setting.

From **Admin CP >> Settings >> Mail Server**

Dashboard

Apps

Globalization

Appearance

Members

Settings

Browser Cookies

Mail Server

SEO

SSL

Security

Server Settings

Site Settings

Spam Assistance

Time Stamps

Short URLs

URL Match

Performance

Registration Settings

Data Cache

Cron

# Mail Server

Send Mail Method

smtp

Select the method you would like your emails to be sent it, which is either using the default PHP mail() function or SMTP.

From

This is the name displayed when users receive emails from this site.

Email

This is the default email used when sending out emails and it will be the email users will see in their email.

Signature

Kind Regards,  
Site Name

Save Changes

Test

- **Send Mail Method:** smtp
- **From:** Enter the name you want to show.
- **Email:** Enter provided email on SendGrid
- **SMTP Host:** [smtp.sendgrid.net](https://smtp.sendgrid.net)
- **SMTP Authentication:** Yes
- **SMTP Username:** apikey
- **SMTP Password:** Enter password as the API key you just created
- For Secure with **TLS** the port will be **587**, otherwise with **SSL** the port will be **465**.

**Save Changes** or you can **send Test email**.