How to configure Mail with SendGrid

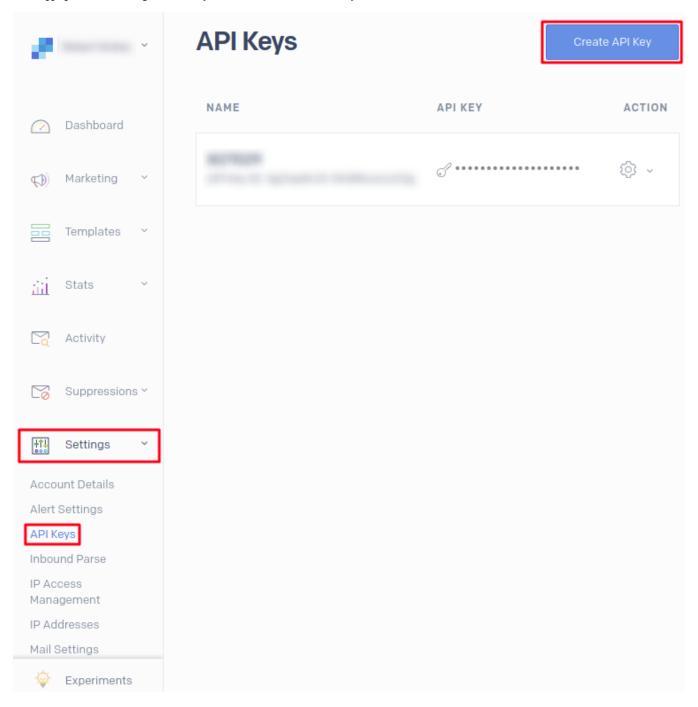To setup a SendGrid email server to send out email on phpFox, you need to follow these below steps:

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.

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
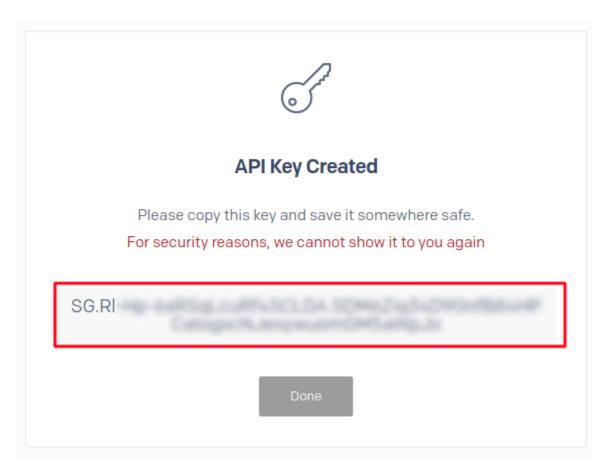   parts of your account, excluding billing.

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.

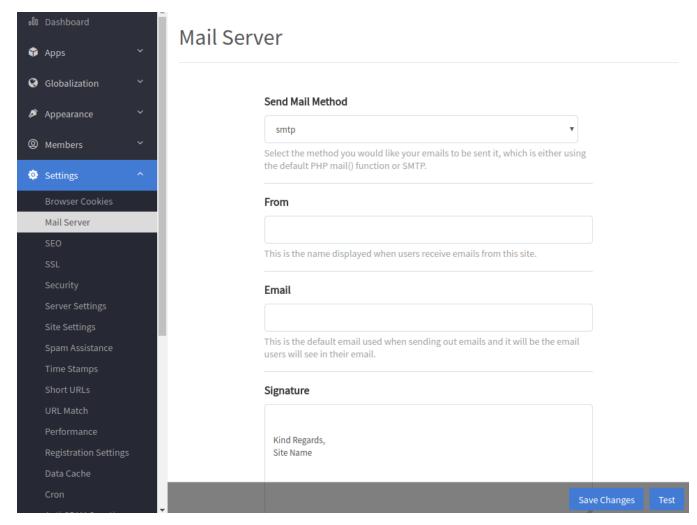If the key is created successfully, there will be a page to show the key.

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**

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
- **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**.