

## Frequently Asked Question – E-mail

**1 Q : User found that WebSAMS E-Mail did not work. Any setting required?**

A : User needed to enable the E-Mail in Security module > Configuration > System Configuration > E-Mail , check the box of Enable E-Mail Function and fill in all the mandatory fields.  
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**2 Q : User could not find any teacher's email address in the E-Mail List of Staff Group. How can user enter the email address of teachers to the Staff Group?**

A : Go to Staff module > Profile > Search the concerned teacher > Click on the link "Staff Code" of that teacher > Details > Address/Tel > Input teacher's email address.

**3 Q : In using WebSAMS E-Mail, how to send a mail to individual teacher rather than the Staff Group?**

A : Go to E-Mail > Mail Sending > Click on the link "To" > Select the Group "Staff" > Click on the Retrieve button > Select the teacher's email address under the E-Mail List.

Last Update : August 2020