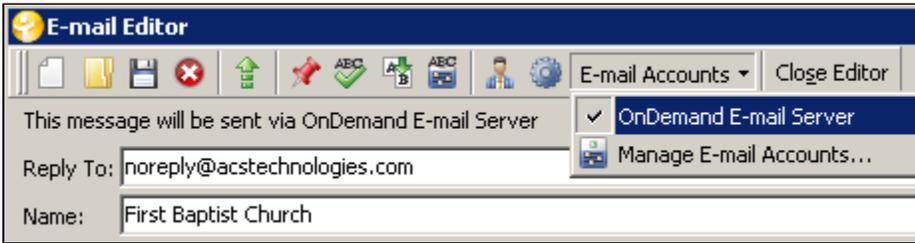


OnDemand Email

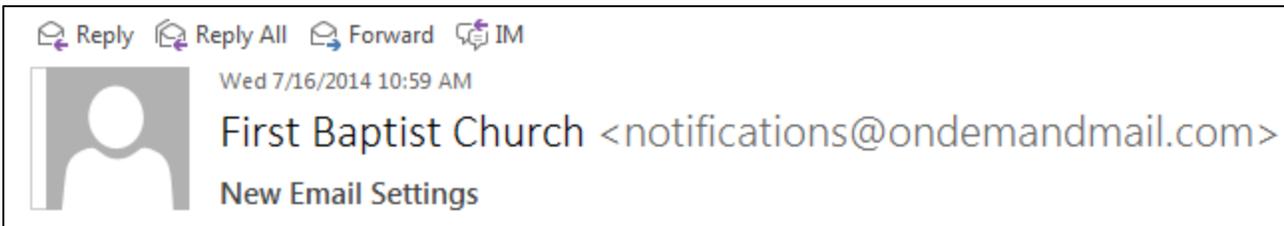
OnDemand email options for ACS, HeadMaster, and PDS are in compliance with [DMARC](#) email security policies instituted by the [Internet Engineering Task Force \(IETF\)](#). The ability to send email from OnDemand is enabled by the Registration Code.

By default, the option to use the OnDemand E-mail Server is selected.



In the **Reply To** field, enter the email address your recipients can send a response to. For example, if you want people to send their replies to the secretary, you would enter the secretary's email address in this field. A valid email address is required in the **Reply To** field. If you enter an invalid email address, the email will appear to send but no one will receive it.

In the **Name** field, enter the "From" name you want your recipients to see when they receive the email. For example, you may want the email to display "First Baptist Church" or "Pastor David." Emails sent from OnDemand will come from notifications@ondemandmail.com.



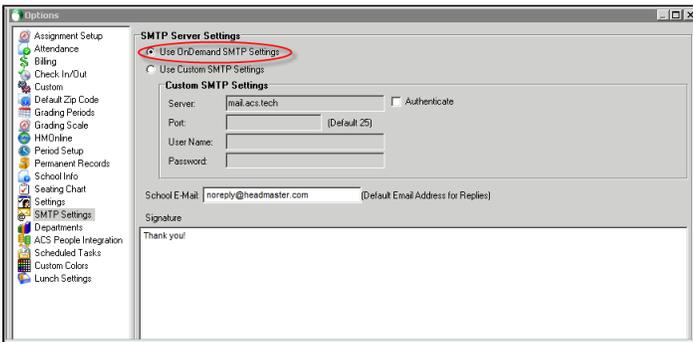
For more information on setting up emails in OnDemand, view [this help topic](#).

Useful Information

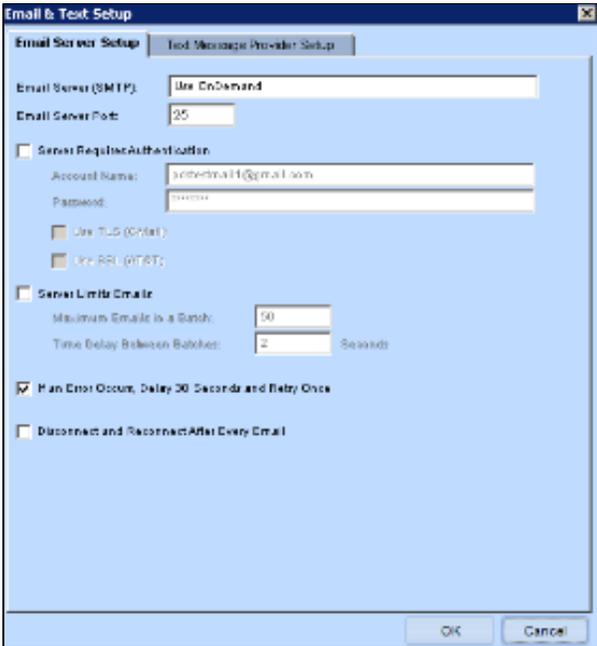
When sending an email from an individual's record, there is an option to **Use SMTP**. If you are using a Mac®, you must select this option to send the email. If you are using a Windows® operating system, selecting this option will open the E-mail Editor in OnDemand. If you do not select this option, it will open your local email client.

In HeadMaster, the SMTP Settings in Options default to "Use OnDemand SMTP Settings."

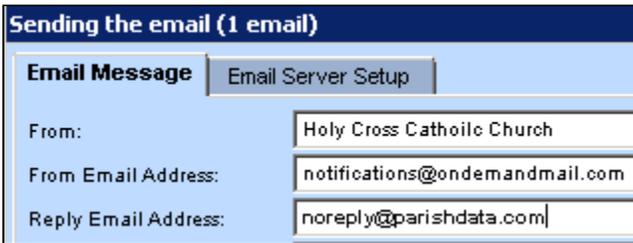
The Server and Port settings for OnDemand are built into the program.



On the **Email Server Setup** tab, the SMTP setting displays "Use OnDemand".



On the **Email Message** tab, you will enter the **From** name and the **Reply Email Address**.



In the **From** field, enter the name you want recipients to see when they receive the email. For example, you may want the email to display "Holy Cross Catholic Church" or "Father Lawrence."

The **From Email Address** field displays `notifications@ondemandmail.com`. Emails from OnDemand will be sent from this address and it cannot be changed. Recipients will see the **From** name when they receive the email, so they will know it is from the church.

In the **Reply Email Address** field, enter the email address your recipients can send a response to. This field is required and **must contain a valid email address**. For example, if you want people to send their replies to the secretary, you would enter the secretary's email address in this field.



For more information on setting up emails in OnDemand, view [this help topic](#).