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**Plan incoming email worksheet**

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| Project/Product: | Related content: |
| Microsoft SharePoint 2013 | Plan incoming e-mail  Configure incoming e-mail |

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| Prepared by: | Date: |
|  |  |

**Overview**

This document helps you plan for incoming email in a SharePoint server farm environment. You can use a basic scenario in which you select all the default settings, or an advanced scenario, which requires additional planning. For more information, see Plan incoming email for a SharePoint farm (http://technet.microsoft.com/en-us/library/cc263260(office.15).aspx) in the TechNet librray.

**Settings mode**

|  |  |
| --- | --- |
| **Enable sites on this server to receive email?** | ⁪ Yes ⁪ No |

Note   No other settings are enabled unless this setting is *Yes*.

Specify the settings mode that you want to use: automatic or advanced.

Note   To enable incoming email to a list, you must use advanced mode. Otherwise, select automatic.

|  |  |
| --- | --- |
| **Settings mode** | ⁪ Automatic ⁪ Advanced |

**Microsoft SharePoint Directory Management Service**

Specify whether to use the SharePoint Directory Management Service to create distribution groups and contacts. If you choose to use this service, specify the settings that you want to use.

**Note**: The options for the SharePoint Directory Management Service are the same in both automatic and advanced modes.

|  |  |  |
| --- | --- | --- |
| **Use Directory Management Service?** | ⁪ No | |
| ⁪ Yes | Active Directory container where new distribution groups and contacts will be created:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For example, OU=*ContainerName*, DC=*Domain*, and DC=com |
| SMTP mail server for incoming email:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For example, *ServerName*.*support.contoso.com* |
| Accept messages from authenticated users only?  ⁪ Yes ⁪ No |
| Allow creation of distribution groups from SharePoint sites?  ⁪ Yes ⁪ No |
| Distribution group request approval settings (select all that apply):  ⁪ Create new distribution group.  ⁪ Change distribution group email address.  ⁪ Change distribution group title and description.  ⁪ Delete distribution group. |
| ⁪ Use remote | Directory Management Service URL:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For example, http://Server:adminport/\_vti\_bin/SharepointEmailWS.asmx |
| SMTP mail server for incoming email:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For example, *ServerName*.*support.contoso.com* |
| Accept messages from authenticated users only?  ⁪ Yes ⁪ No |
| Allow creation of distribution groups from SharePoint sites?  ⁪ Yes ⁪ No |

**Incoming email server display address**

Use the following table to specify the email server address or accept the default setting.

|  |  |
| --- | --- |
| **Email server display address** | Use default setting?  ⁪ Yes ⁪ No  If no, specify the email server display address that you want to use:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For example, mylist@contoso.com |

**Enable Incoming Email**

Use the following table to record whether to accept mail and store incoming messages in lists. Sites, lists, and groups will need to be individually configured with their own email addresses.

|  |  |
| --- | --- |
| **Enable incoming email** | Enable sites on this server to receive mail?  ⁪ Yes ⁪ No |
| Settings mode:  --Automatic  --Advanced  **Note**: Advanced mode setting is only necessary if the SMTP service is not used to receive incoming email messages. When the Advanced mode is specified, you must use the email drop folder setting. |

**Email drop folder (advanced mode only)**

Use the following table to specify the folder from which the SharePoint 2013 Timer service retrieves incoming email from the SMTP service.

**Note**: This setting applies to advanced mode only. If you choose this option, you cannot specify safe email servers.

|  |  |
| --- | --- |
| **Email drop folder** | Email drop folder to store incoming email:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For example, C:\Inetpub\Mailroot\Drop |