

# Manage Notification Senders in the Admin Area

## PUQcloud Panel

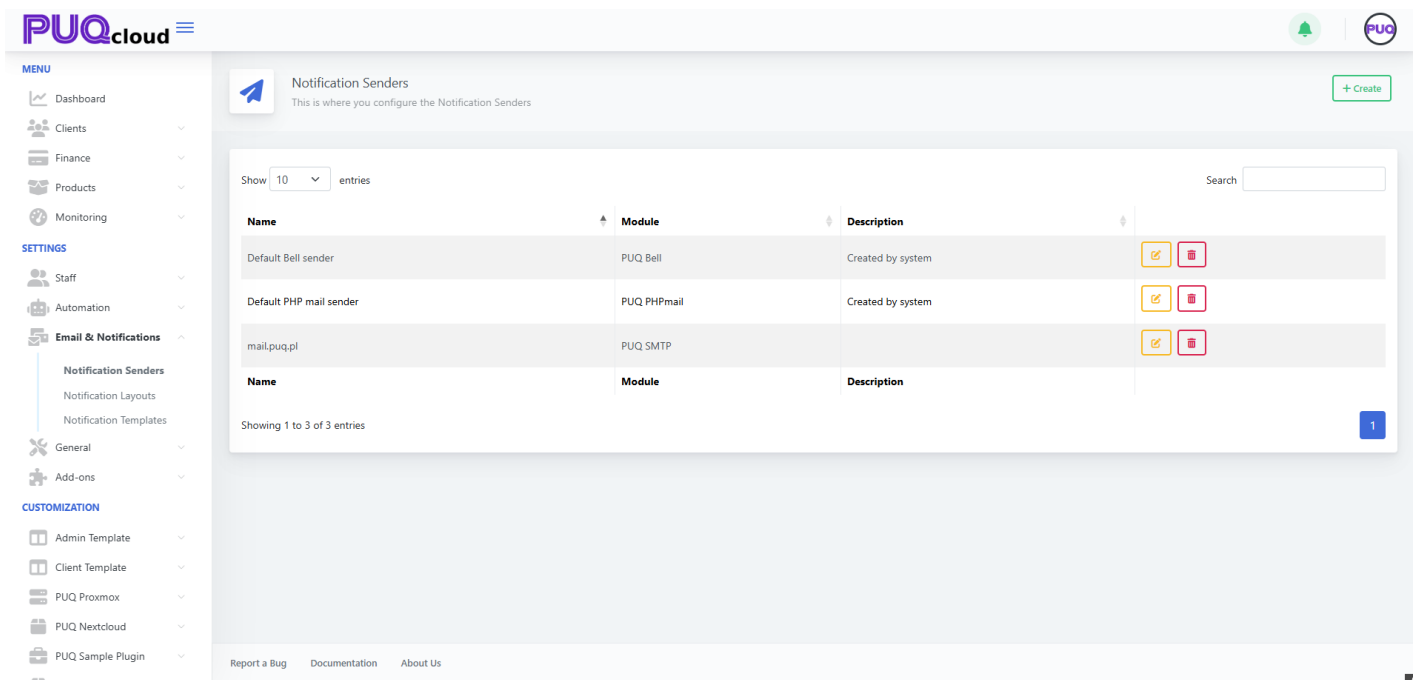
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Use this guide to add, edit, and configure the channels your system uses to send emails/alerts (PHP mailer, SMTP, Bell, etc.).

### Open the Notification Senders page

1. In the Admin Area, go to **Email & Notifications** → **Notification Senders**.
2. You'll see all existing senders with their **Module** (delivery method) and quick actions.

*Notification Senders list with Edit/Delete actions.*



### Understand sender types (Modules)

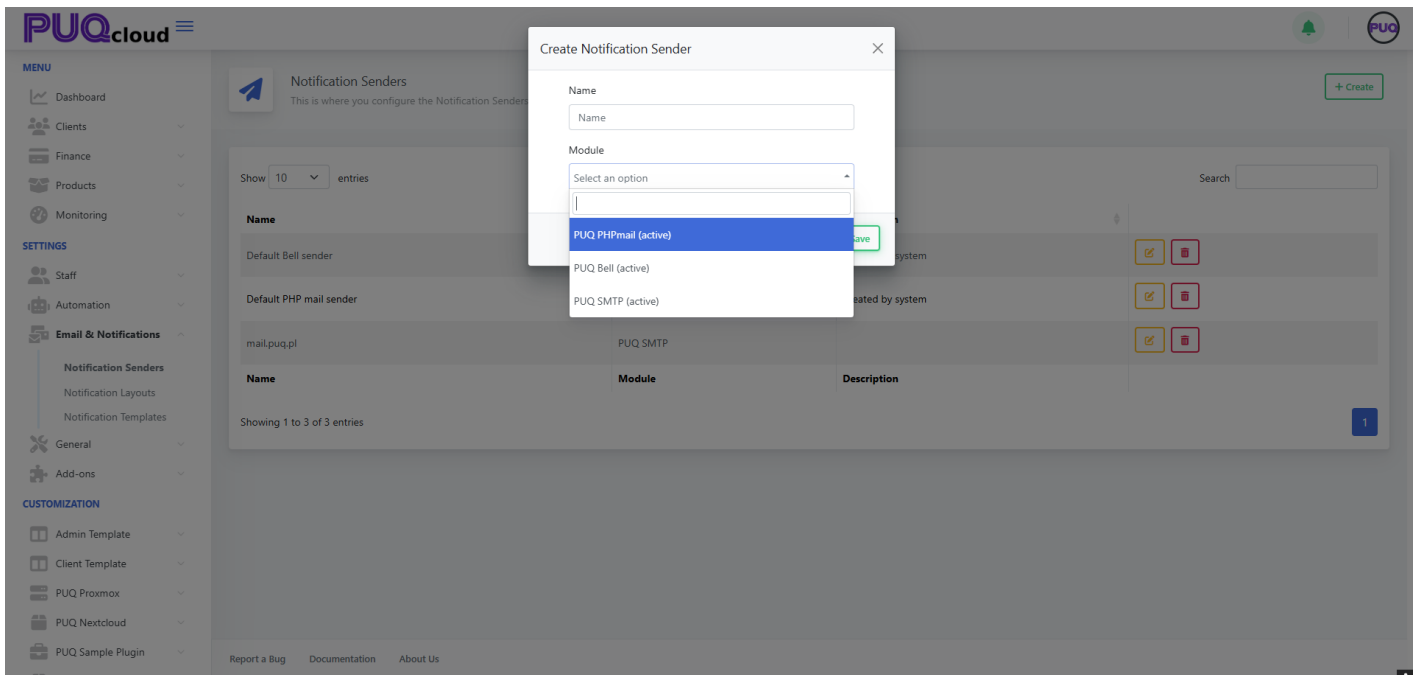
When creating a sender you'll choose a **Module**:

- **PUQ PHPMailer** — uses PHP mail; simple to set up, limited deliverability controls.
- **PUQ SMTP** — sends through your mail server (recommended for deliverability).
- **PUQ Bell** — internal “bell”/in-app notifications (no email).

## Create a new sender

1. Click **+ Create** (top-right).
2. In the modal, fill **Name** (e.g., “Support SMTP”) and choose a **Module**.

“Create Notification Sender” modal with Module dropdown.



Tip: Create one sender per use case (e.g., “System Alerts (SMTP)”, “Marketing (SMTP)”, “In-app Bell”).

## Configure SMTP details (if you chose **PUQ SMTP**)

After saving the modal, you'll land on the sender's settings page. Fill the fields:

- **Name / Description** — friendly label for admins.
- **Email** — the “From” address (often must be a verified mailbox/domain).
- **Sender Name** — the “From name” (e.g., “PUQ Cloud”).
- **Server** — SMTP host (e.g., `mail.example.com`).
- **Port** — usually **465** (SSL) or **587** (TLS).

- **Encryption** — **SSL/TLS/None** per your provider.
- **Username / Password** — mailbox credentials.

Click **Test Connection** to verify, then **Save**.



*SMTP sender edit form with Test Connection button.*

The screenshot shows the 'Edit Notification Sender' form in the PUQcloud interface. The form is divided into two columns. The left column contains fields for Name (mail.puq.pl), Email (redacted), Sender Name (PUQ Cloud), Encryption (SSL), and Password (redacted). The right column contains fields for Description, Server (mail.puq.pl), Port, and Username (redacted). A 'Test Connection' button is located at the bottom of the form. The interface also shows a sidebar menu with categories like MENU, SETTINGS, and CUSTOMIZATION.

### Deliverability tips

- Use a dedicated subdomain (e.g., `mail.example.com`).
- Set up SPF, DKIM, and DMARC where you host DNS.
- Match the **Email** domain with the authenticated SMTP domain.

## Edit or remove a sender

- From the list, click  **Edit** to update any field and **Save**.
- Click  **Delete** to remove a sender (you'll be asked to confirm).

Heads-up: If a sender is referenced by a **Notification Template** or workflow, update those to the new sender before deleting.

## Best practices

- Maintain at least **one SMTP sender** for production.
- Keep separate senders for **transactional** vs **marketing** mail.
- Periodically **Test Connection** after password/host changes.

- Restrict who can edit senders via **Admin Groups/Roles**.
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## Troubleshooting checklist

- **Test Connection fails** → verify host/port/encryption; check firewall blocks.
  - **Emails land in spam** → fix SPF/DKIM/DMARC; use consistent “From” domain; warm up IP if applicable.
  - **Auth errors** → re-enter username/password; confirm app-passwords if using Google/Microsoft; ensure 2FA policies allow SMTP.
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That’s it! Your Notification Senders are now set up and ready to power templates and automated notifications.

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