# Configure SMTP settings- Shaw Email Server

Bizhub C224/C284/C364/C454/C654/C754, Bizhub 224/284/364/454/654/754
**Bizhub C224e/C284e/C364e/C454e/C654e/C754e, Bizhub 224e/284e/364e/454e/654e/754e**

To follow this procedure, you will need to know the copier's IP address. This can be obtained from the copier by selecting **Utility** and then **Device Information** and copying down the **IPv4** address. If you are unable to find the IP address of the machine, please contact your IT administrator.
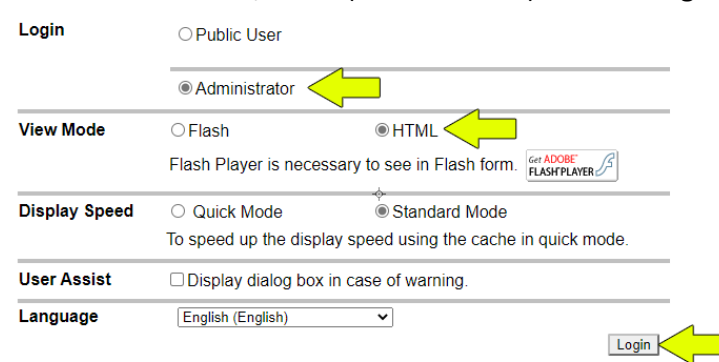
1. Open a web browser, enter the IP address of the copier into the address bar and press enter
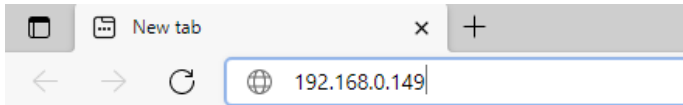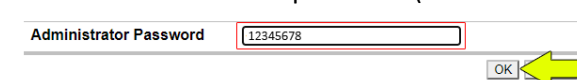

2. If you do not see a login screen, click **To Login Screen** in the top left corner and then **OK**
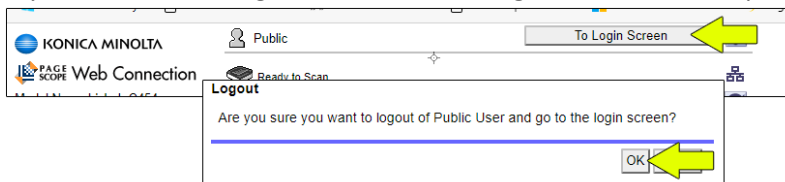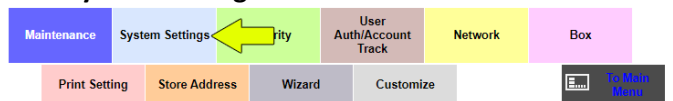

3. Select **Administrator, HTML** (for view mode) and click **Login**

4. Enter the administrator password (default is: 12345678) and click **OK**

5. Click **System Settings**

6. Under **Machine Setting**, enter your email address under *Administrator Registration* and *Input Machine Address*, then click **OK**

7. Click **OK**

8. Click **Network**
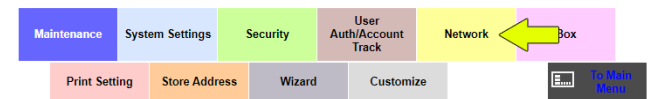
9. On the left-hand side, click **Email** and then **E-mail TX (SMTP)**
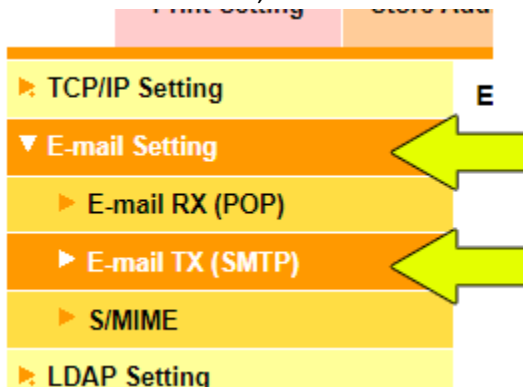
10. Under **E-mail TX (SMTP)**, configure the following:

   a. Ensure the *Please check to enter host name* is checked
   b. Enter mail.shaw.ca
   c. For *Use SSL/TLS*, select **Start TLS**
   d. For *Port Number*, enter 587
   e. Check the *SMTP Authentication* checkbox
   f. In the **User ID** field, enter your Shaw email address
   g. Check the *Password is changed* checkbox
   h. Enter your password
   i. Click **OK**

11. Click **OK**

Completed.

OK

12. Click **Logout** in the upper right corner

Administrator   Logout

13. Click **OK**

Logout

Are you sure you want to log-out?

OK

14. Test a scan to email