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**Plan incoming e-mail worksheet**

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| --- | --- |
| Project/Product: | Related content: |
| Microsoft SharePoint Server 2010Microsoft SharePoint Foundation 2010 | Plan incoming e-mail |

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| Prepared by:  | Date: |
|            |            |

**Overview**

This document helps you plan for incoming e-mail 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 e-mail (SharePoint Server 2010)](http://technet.microsoft.com/en-us/library/cc263260.aspx) or [Plan incoming e-mail (SharePoint Foundation 2010)](http://technet.microsoft.com/en-us/library/cc288433.aspx).

**Settings mode**

|  |  |
| --- | --- |
| **Enable sites on this server to receive e-mail?** |  ⁪ 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   If you want to specify an e-mail drop folder, 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 SharePoint 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 e-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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 e-mail 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 e-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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 e-mail server display address**

Use the following table to specify the e-mail server address or accept the default setting.

|  |  |
| --- | --- |
| **E-mail server display address** | Use default setting?  ⁪ Yes ⁪ NoIf no, specify the e-mail server display address that you want to use:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For example, mylist@contoso.com |

**Safe e-mail servers (automatic mode only)**

Use the following table to record whether to accept mail from all e-mail servers or from only the e-mail servers that you specify. This list must show IP addresses.

**Note**: This setting applies to automatic mode only. If you choose this option, you cannot specify an e‑mail drop folder.

|  |  |
| --- | --- |
| **Safe e-mail servers** | Accept mail from all e-mail servers? ⁪ Yes ⁪ No |
| Accept mail from only the following safe e-mail servers:

|  |
| --- |
|  |
|  |
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**E-mail drop folder (advanced mode only)**

Use the following table to specify the folder from which the SharePoint 2010 Timer service retrieves incoming e-mail from the SMTP service.

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

|  |  |
| --- | --- |
| **E-mail drop folder** | E-mail drop folder to store incoming e-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For example, C:\Inetpub\Mailroot\Drop |