

Simple Email Service

Console Guide

Product Documentation



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Console Guide

Configuration

Sender Domain

Last updated : 2024-09-05 09:47:39

Overview

You can configure sender domains in the SES console. This document describes how to create a sender domain.

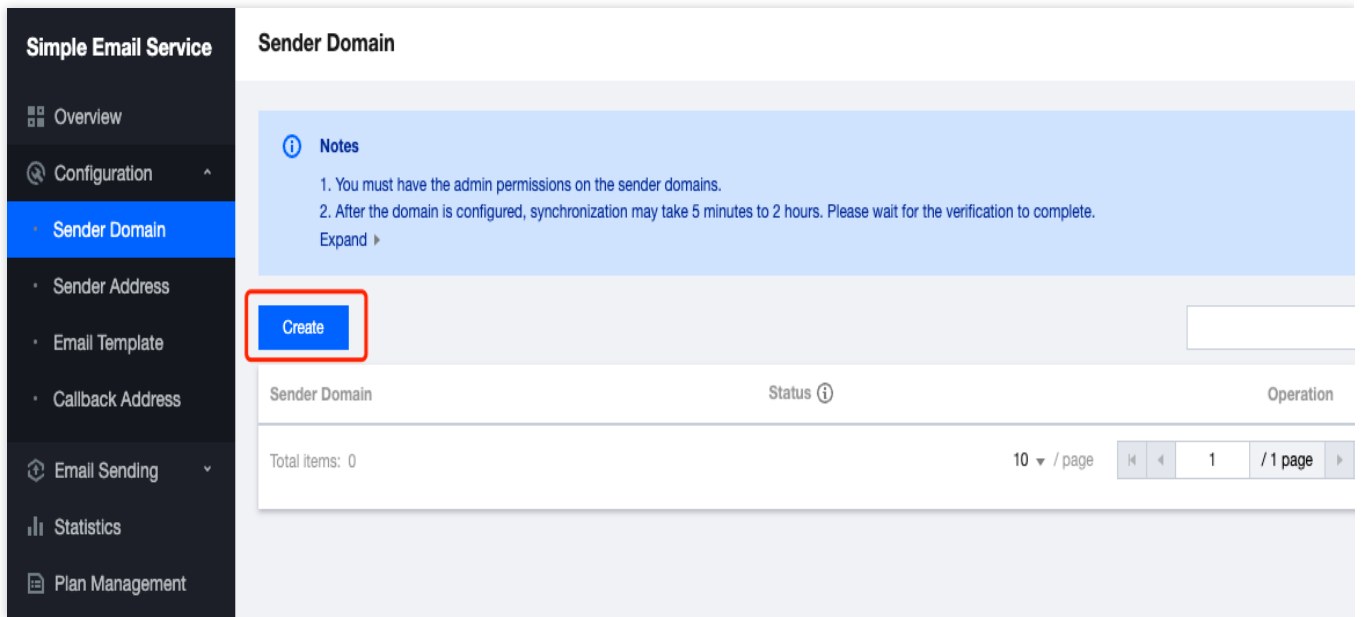
Prerequisites

You must have the admin permissions on the sender domain.

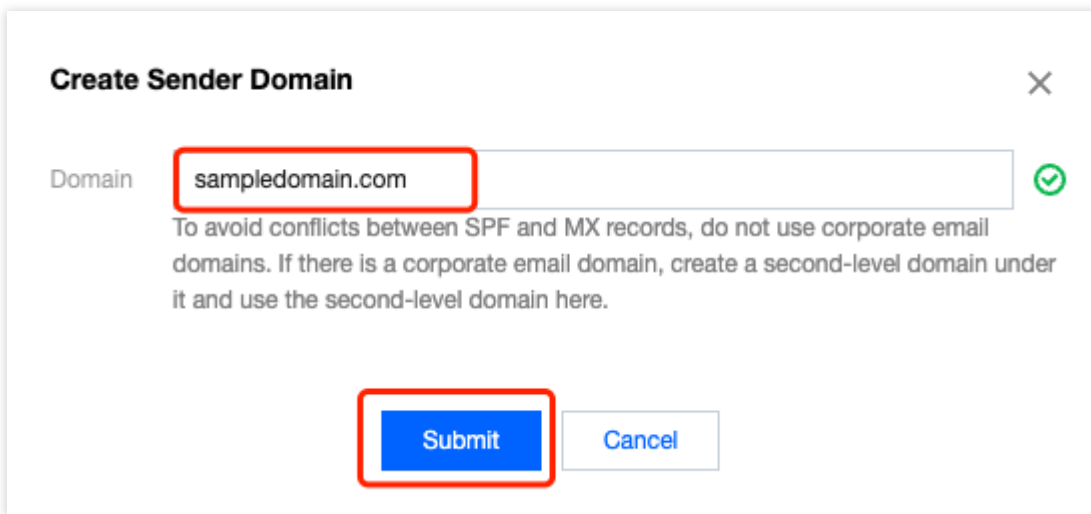
If your domain is hosted with Tencent Cloud, log in to the [DNSPod console](#) to configure the domain. Otherwise, configure it as instructed in the checklist.

Directions

1. Log in to the [SES console](#), click **Configuration** > **Sender Domain** to go to the **Sender Domain** page, and click **Create**.



2. In the **Create Sender Domain** dialog box, enter a domain and click **Submit** to complete the configuration.



3. Go back to the **Sender Domain** page, and verify the domain before sending emails with it. For verification methods, see [Identity Verification and Configuration](#).

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Sender Domain

Notes

1. You must have the admin permissions on the sender domains.

2. After the domain is configured, synchronization may take 5 minutes to 2 hours. Please wait for the verification to complete.

Expand

Create

Sender Domain	Status	Operation
sampledomain.com	Pending verification	<div>VerifyDelete</div>

Total items: 1

10 / page

1 / 1 page

Attribute	Description
Sender domain	The sender domain address you have configured
Status	Pending verification: You must verify the domain before sending emails with it.Verified: The domain has been verified and can be used to send emails.
Operation	If the status is pending verification, you can click Verify to perform verification, or click Delete to remove this sender domain configuration.

Note:

To avoid SPF and MX records conflicts, do not use corporate email domains.

If you want to change a sender domain, [submit a ticket](#).

Sender Address

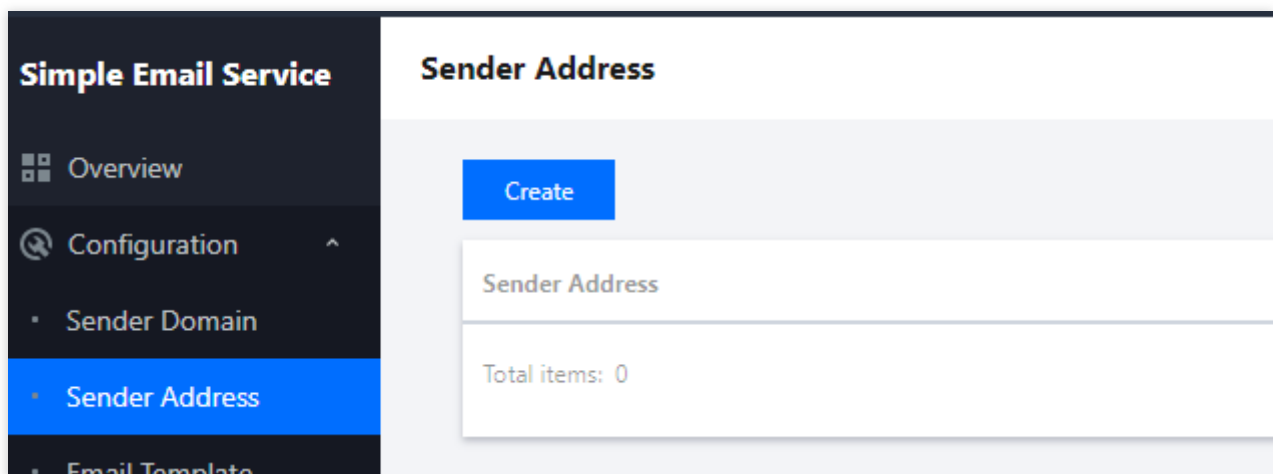
Last updated : 2024-09-05 09:47:39

Overview

You can configure sender addresses in the SES console. This document describes how to create a sender address.

Directions

1. Log in to the [SES console](#), click **Configuration** > **Sender Address** to go to the **Sender Address** page, and click **Create**.



2. In the **Create Sender Address** dialog box, select a sender domain, enter an email prefix and a sender name, and click **Submit** to complete the configuration.

Create Sender Address ✕

Sender Domain

Select ▼

Each domain supports up to 10 sender addresses.

Email Prefix

@

Sender Name

Sender Address Preview

@

Submit

Cancel

Note:

You can create up to 10 sender addresses for each domain.

Email Template

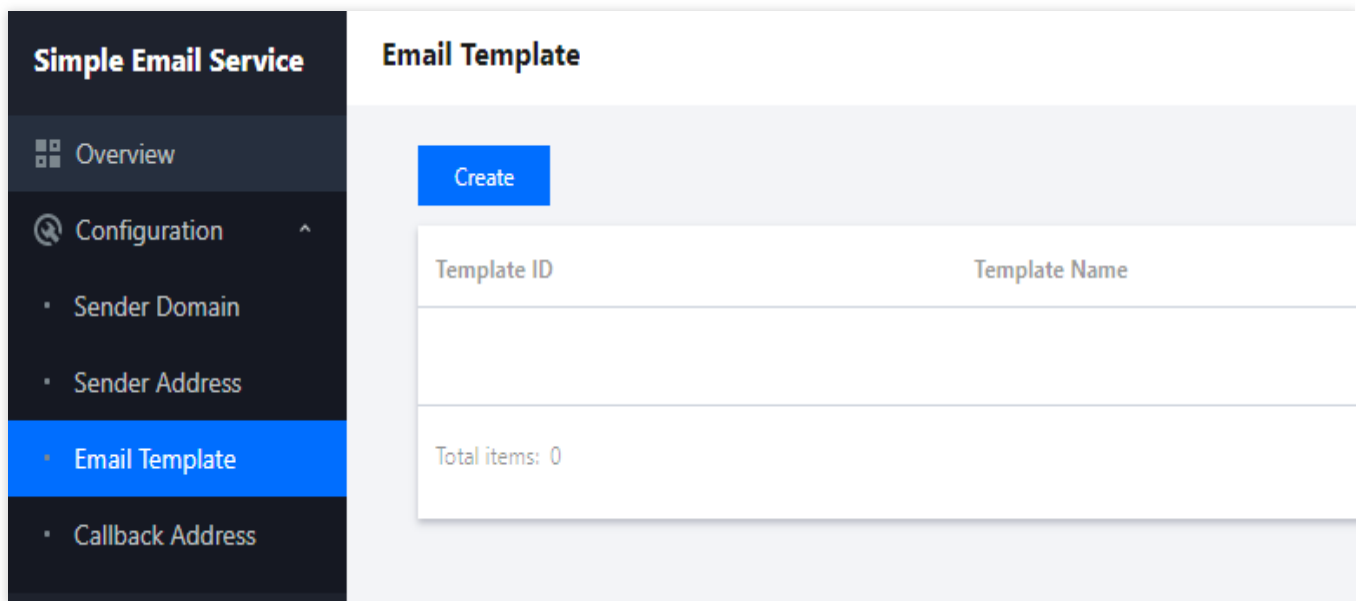
Last updated : 2024-09-05 09:47:39

Overview

You can configure email templates in the SES console. This document describes how to create an email template.

Directions

1. Log in to the [SES console](#), click **Configuration** > **Email Template** to enter the **Email Template** page, and click **Create**.



2. In the **Create Email Template** dialog box, enter a template name, select a template type, upload an email body, click **Preview** to preview the template, and click **Submit** to complete the configuration.

Create Email Template

Template Name *

Template Type *

HTML rich text

Plain text

Email Summary

Email Body *

Choose a file/drag & drop here

Upload an HTML file.

You can use {{variable name}} to specify variables, for example, dear {{name}}.

Submit

Preview

Cancel

Note:

There are two types of templates: HTML rich text and plain text. The former supports more styles to show rich content, while the latter supports text only. Select a type as needed.

Variables in the email are represented by `{{variable name}}` , such as "Dear `{{name}}` ". The template used in **Email Sending** supports only one variable, while that used in **Batch** supports multiple variables.

Callback Address

Last updated : 2024-09-05 09:47:39

Overview

After a callback address is set, Tencent Cloud will notify the callback address of successful delivery, email rejection, email bounce, email open, click on link, unsubscription, and other events. You can configure a callback address in the SES console. This document describes how to create a callback address.

1. A callback address can be at the account or sender address level. By default, the callback address is empty, indicating no notification. An account-level callback address applies to all the sender addresses under the account, while a callback address at the sender address level applies only to the sender address.
2. The sender address-level callback takes priority over the account-level callback as follows.
If both account-level and sender address-level callbacks are set, the former applies only to the sender address, while the latter applies to other sender addresses.
If only an account-level callback is set, it applies to all the sender addresses under the account.
If only a sender address-level callback is set, it applies only to the sender address.
3. Only one account-level callback can be created, and only one sender address-level callback can be created for a sender address.

Note:

Callback addresses support only ports 8080, 8081, and 8082.

Directions

Callback address at the account level

1. Log in to the [SES console](#), select **Configuration** > **Callback Address** > **Account level**, and click



The screenshot shows the 'Simple Email Service' interface. On the left is a dark sidebar with a menu: Overview, Configuration (expanded), Sender Domain, Sender Address, Email Template, Callback Address (highlighted), Email Sending, Statistics, Delivery Response, and Plan Management. The main content area is titled 'Callback Address' and has two tabs: 'Account level' (selected) and 'Sender address level'. Below the tabs is a light blue 'Notes' box containing three numbered points about callback address settings. At the bottom, the 'Callback Address' field is set to 'None' with an edit icon.

Simple Email Service

Overview

Configuration

- Sender Domain
- Sender Address
- Email Template
- Callback Address**

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Callback Address

Account level Sender address level

Notes

1. Set a callback address. Tencent Cloud will notify the callback address of successful delivery, email rejection, email bounce, email open, click on link, unsubscription, and other events. By default, this field is left empty, indicating no notification.
2. The "Sender address level" callback takes priority over the "Account level" callback as follows:
 - a) If both "Account level" and "Sender address level" callbacks are set, the "Sender address level" settings apply to this sender address only, while the "Account level" settings apply to all other sender addresses other than this one;
 - b) If only "Account level" callback is set, the settings apply to all sender addresses under this account;
 - c) If only "Sender address level" callback is set, the settings apply to this sender address only.
3. Only one "Account level" callback can be created, and only one "Sender address level" callback can be created for a sender address.

Callback Address * None

2. Enter a real callback address and click **Save**.

This screenshot is similar to the previous one, but the 'Callback Address' field now contains the text 'http://sampledomain.com/record/'. To the right of the input field is a green checkmark icon. Below the input field are two buttons: 'Save' (in blue) and 'Cancel' (in white with a blue border).

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- Sender Domain
- Sender Address
- Email Template
- Callback Address**

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Notes

1. Set a callback address. Tencent Cloud will notify the callback address of successful delivery, email rejection, email bounce, email open, click on link, unsubscription, and other events. By default, this field is left empty, indicating no notification.
2. The "Sender address level" callback takes priority over the "Account level" callback as follows:
 - a) If both "Account level" and "Sender address level" callbacks are set, the "Sender address level" settings apply to this sender address only, while the "Account level" settings apply to all other sender addresses other than this one;
 - b) If only "Account level" callback is set, the settings apply to all sender addresses under this account;
 - c) If only "Sender address level" callback is set, the settings apply to this sender address only.
3. Only one "Account level" callback can be created, and only one "Sender address level" callback can be created for a sender address.

Callback Address *

Save **Cancel**

Callback address at the sender address level

1. On the **Callback Address** page, select **Sender address level** and click **Create**.

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Notes

1. Set a callback address. Tencent Cloud will notify the callback address of successful delivery, email rejection, email bounce, email open, click on link, unsubscription, and other events. By default, this field is left empty, indicating no notification.

2. The "Sender address level" callback takes priority over the "Account level" callback as follows:

a) If both "Account level" and "Sender address level" callbacks are set, the "Sender address level" settings apply to this sender address only, while the "Account level" settings apply to all other sender addresses other than this one;

b) If only "Account level" callback is set, the settings apply to all sender addresses under this account;

c) If only "Sender address level" callback is set, the settings apply to this sender address only.

3. Only one "Account level" callback can be created, and only one "Sender address level" callback can be created for a sender address.

Create

Sender Address	Callback Address	Operation
No data yet		

Total items: 010 / page1 / 1 page

2. Enter the following parameters as needed and click **Submit**.

Sender Address: Select the configured sender address.

Callback Address: Enter a real callback address.

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Account level

Sender address level

Notes

1. Set a callback address. Tencent Cloud will notify the callback address of successful delivery, email rejection, email bounce, email open, click on link, unsubsubscription, and other events. By default, this field is left empty, indicating no notification.

2. The "Sender address level" callback takes priority over the "Account level" callback as follows:

a) If both "Account level" and "Sender address level" callbacks are set, the "Sender address level" settings apply to this sender address only, while the "Account level" settings apply to all other sender addresses other than this one;

b) If only "Account level" callback is set, the settings apply to all sender addresses under this account;

c) If only "Sender address level" callback is set, the settings apply to this sender address only.

3. Only one "Account level" callback can be created, and only one "Sender address level" callback can be created for a sender address.

Create

Sender Address

Callback Address

Operation

1 / 1 page

Create

Sender Address *

Callback Address *

noreply@sampledomain.com

http://sampledomain.com/record/

Only one "Sender address level" callback can be created for a sender address.

Submit

Cancel

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Email Sending

Regular Sending

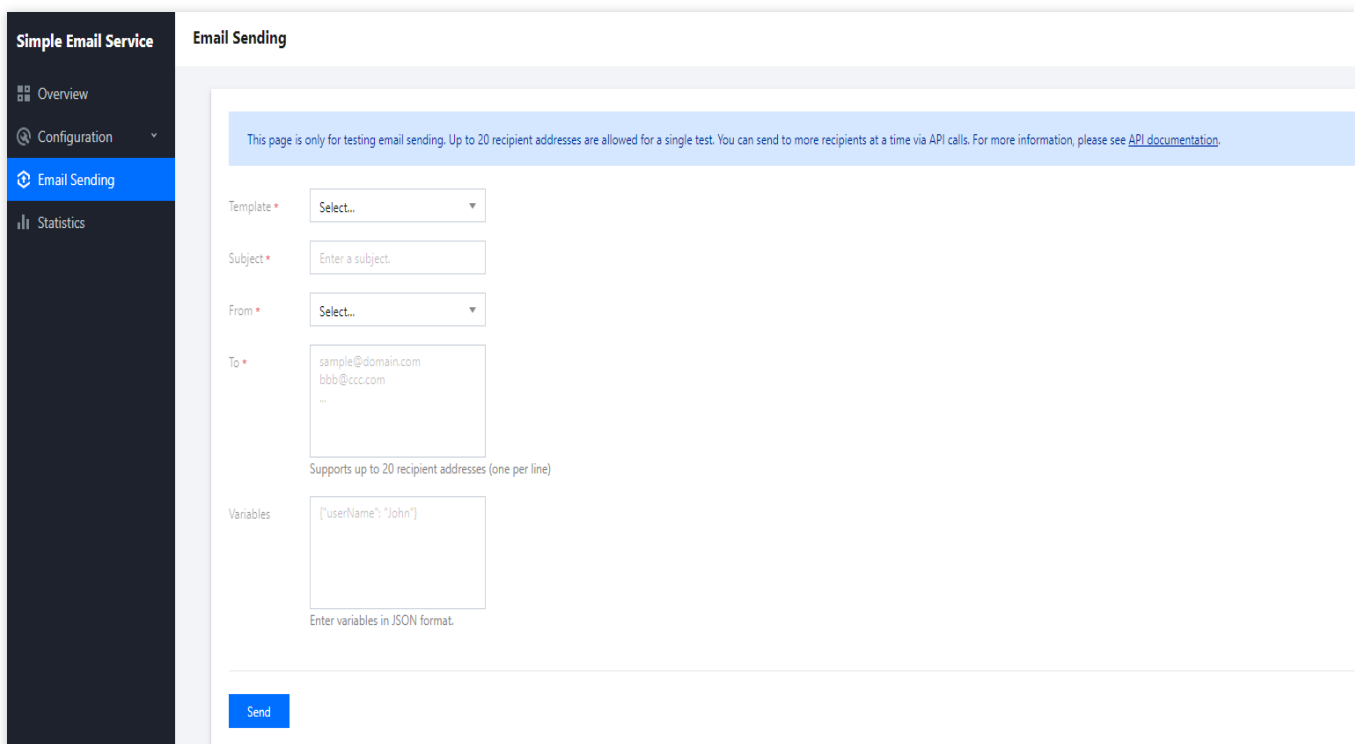
Last updated : 2024-09-05 09:47:39

Overview

This document describes how to configure email sending (regular sending) in the SES console. Email sending is suitable for small-scale emailing scenarios and supports configuring only one variable and variable value. All recipients can see each other in the "To" field of the email.

Directions

1. Log in to the [SES console](#) and click **Email Sending** > **Email Sending** to enter the **Email Sending** page.



The screenshot displays the 'Simple Email Service' console interface. On the left is a dark sidebar with navigation links: 'Overview', 'Configuration', 'Email Sending' (highlighted in blue), and 'Statistics'. The main content area is titled 'Email Sending' and features a light blue informational banner at the top stating: 'This page is only for testing email sending. Up to 20 recipient addresses are allowed for a single test. You can send to more recipients at a time via API calls. For more information, please see [API documentation](#).' Below the banner, the configuration form includes: a 'Template' dropdown menu; a 'Subject' text input field; a 'From' dropdown menu; a 'To' text input field containing 'sample@domain.com' and 'bbb@ccc.com' with a note 'Supports up to 20 recipient addresses (one per line)'; and a 'Variables' text input field containing '["userName"; "John"]' with a note 'Enter variables in JSON format.' At the bottom of the form is a blue 'Send' button.

2. Select an email template, enter a subject, select a sender address, enter recipient addresses, and click **Send** to send the email.

Note:

You can configure up to 20 recipient addresses at a time. You can't configure different variable values for different recipients in the template. If you need this capability, use the [batch sending](#) feature.

Recipient Group

Last updated : 2024-09-05 09:47:39

Overview

This document describes how to create a recipient group in the SES console.

Directions

1. Log in to the [SES console](#), select **Email Sending** > **Recipient Groups** to enter the [Recipient Groups](#) page, and click **Create Recipient Group**.

Simple Email Service

Recipient Groups

Notes

- 1. The group name and description are used to call the group and thus cannot be duplicated.
- 2. Supports .csv files
- 3. The number of recipients imported for a single recipient group cannot exceed 10,000.

[Create Recipient Group](#) [Refresh](#)

Group Name	Description	Recipients	Creation time	Operation
No data yet				

Total items: 0

10 / page

1 / 1 page

2. On the **Create Recipient Group** page, configure relevant information and click **Submit**.

Create Recipient Group

Group Name *

sampleGroup1

✓

Description *

mySampleGroup1

✓

Submit

Cancel

3. Return to the [Recipient Groups](#) page, click **Import** in the **Operation** column on the right, and upload your local recipient group.

Create Recipient Group

Refresh

Group Name	Description	Recipients	Creation time	Operation
sampleGroup1	mySampleGroup1	0	2022-06-01 14:35:23	<div>ImportDelete</div>

Total items: 1

10 / page

1 / 1 page

Note:

You can only import a file edited on your local computer but can't edit the recipient group online.

You can only import a CSV file containing no more than 10,000 recipients.

You can set multiple variables for the recipient group. You can also set different variable values for different recipient addresses.

You can download a sample CSV file on the [Recipient Groups](#) page in the console.

Batch Sending

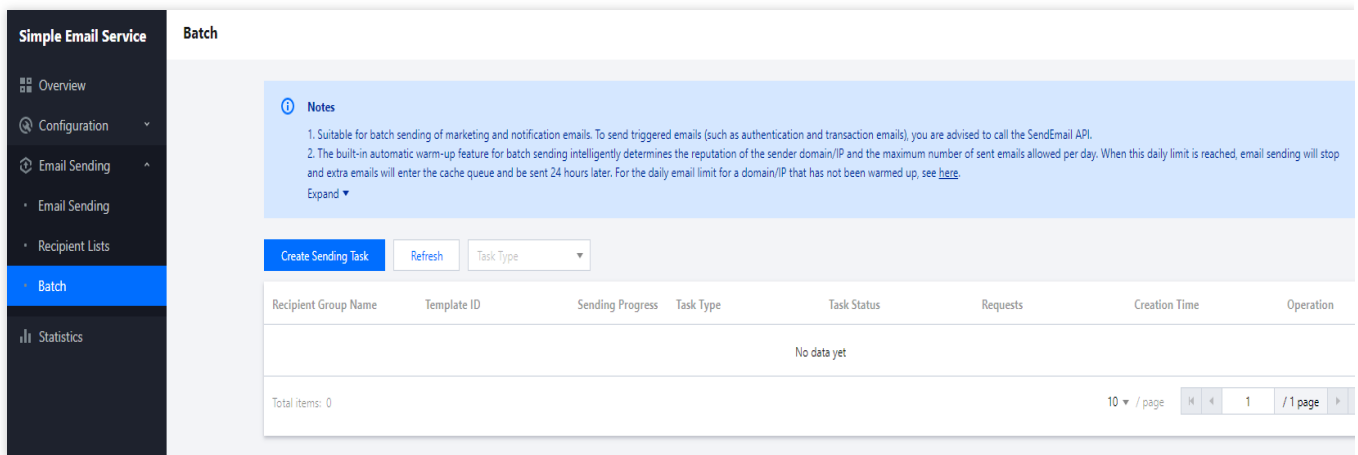
Last updated : 2024-09-05 09:47:39

Overview

This document describes how to batch send emails in the console. Batch sending is suitable for large-scale emailing scenarios and supports configuring different variables for different recipients. Recipients can see only themselves in the "To" field of the email.

Directions

1. Log in to the [SES console](#), click **Email Sending > Batch**, and you can see the sending task list. The list displays the details of each sending task, including sending progress, task type, task status, and number of requests.



2. Click **Create Sending Task**, select **Batch** for **Task Type**, and set all required fields for the task to send emails in batches.

Create Sending Task ✕

Task Type *

Batch ▼

Subject *

Enter a subject.

Recipient Groups *

Select... ▼

Template *

Select... ▼

Variables

{"userName": "John"}

Enter variables in JSON format.

From *

Select... ▼

Send

Cancel

Note:

The number and names of variables in the recipient group selected on the sending task page must be the same as those in the selected template.

Scheduled sending

1. In the [SES console](#), select **Email Sending** > **Batch**, click **Create Sending Task**, and select **Scheduled**.

Create Sending Task

Task Type *

Scheduled

✓

Subject *

Enter a subject.

Recipient Groups *

Select...

Template *

Select...

Variables

```
{"userName": "John"}
```

Enter variables in JSON format.

From *

Select...

Start Time *

Select time


Send

Cancel

2. Select **Start Time** for the task, and the emails will be sent automatically at the specified time.

Create Sending Task ✕

Task Type *

Scheduled ▼ 

Subject *

Enter a subject.

Recipient Groups *

Select... ▼

Template *

Select... ▼

Variables


```
{"userName": "John"}
```

Enter variables in JSON format.

From *

Select... ▼

Start Time *

Select time 

Send

Cancel

Recurring sending

1. In the [SES console](#), select **Email Sending** > **Batch**, click **Create Sending Task**, and select **Recurring**.

Create Sending Task

Task Type *

Recurring

✓

Subject *

Enter a subject.

Recipient Groups *

Select...

Template *

Select...

Variables

```
{"userName": "John"}
```

Enter variables in JSON format.

From *

Select...

Start Time *

Select time

Recurrence *

-

+

day(s)

Send

Cancel

2. Set task fields including **Start Time** and **Recurrence**. The console will automatically send emails based on the specified recurrence.

Create Sending Task

Task Type *

Recurring

✓

Subject *

Enter a subject.

Recipient Groups *

Select...

Template *

Select...

Variables

```
{"userName": "John"}
```

Enter variables in JSON format.

From *

Select...

Start Time *

Select time

📅

Recurrence *

-

+

day(s)

Send

Cancel

Note:

The **Batch** feature in the console is suitable for batch sending marketing or notification emails. To send trigger-based emails (such as authentication and transactional emails), we recommend you call the `SendEmail` API.

The automatic warm-up feature is built in batch sending. For more information, see [Getting Started > What is warm-up?](#).

You can use a single domain for multiple sending tasks. When the total email volume exceeds the maximum number allowed per day, extra emails will enter the cache queue and be sent the next day.

When a task enters the cache queue, its status is **Paused** and the sending progress bar remains static. After you restart the task the next day, its status becomes **Sending** and the progress bar updates.

Statistics

Last updated : 2024-09-05 09:47:39

Statistics

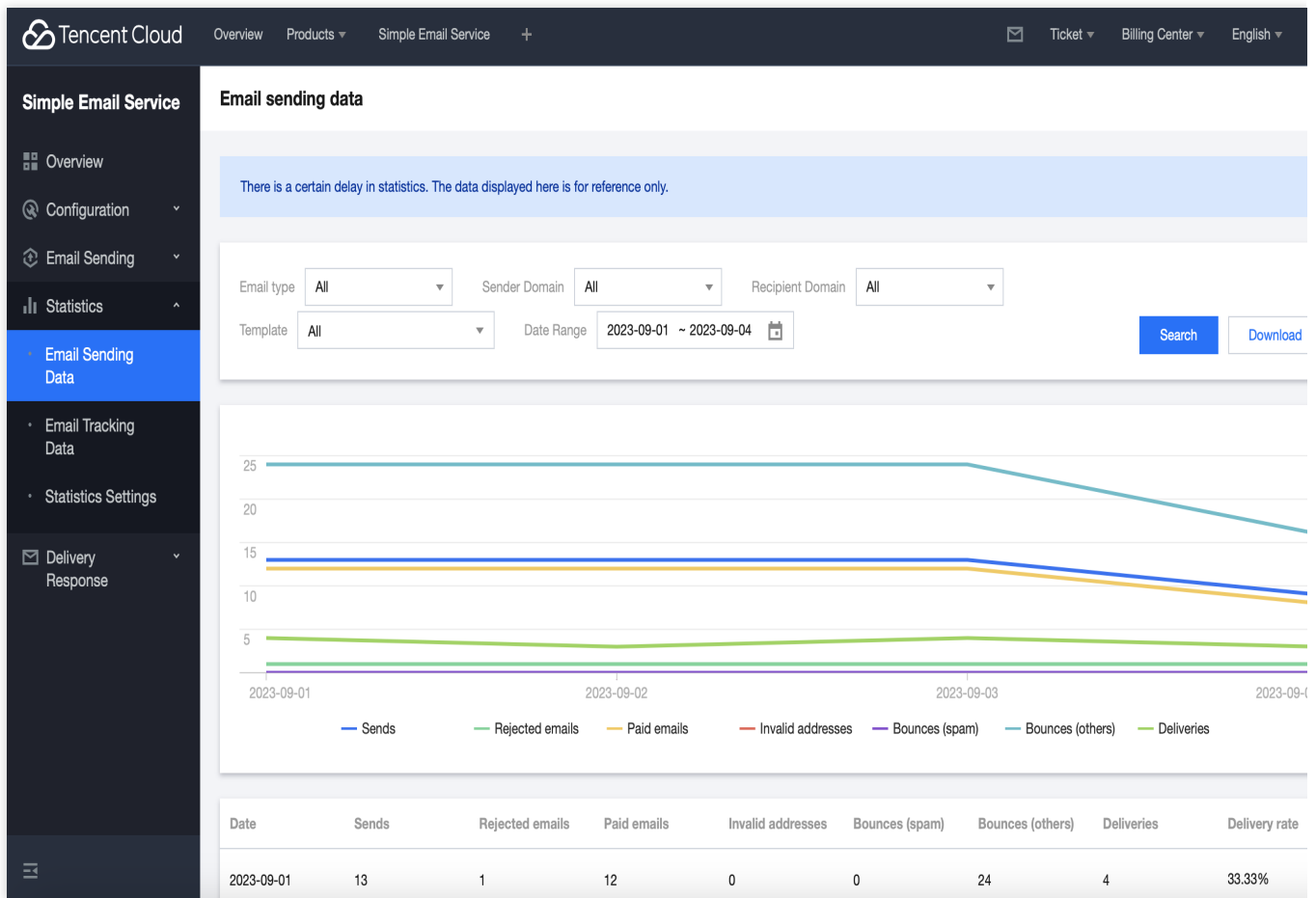
Email Sending Data

Overview

Log in to the Console > Statistics > Email Sending Data, which supports viewing and downloading email sending data from dimensions such as the sender domain, recipient domain, and template.

Directions

On the [Email Sending Data](#) page, you can specify the sender domain, recipient domain, or template to accurately filter and view or download the email sending details for a specific time period.

**Note :**

There is a certain delay in statistics. The data displayed in the console is for reference only.

Email tracking data

Overview

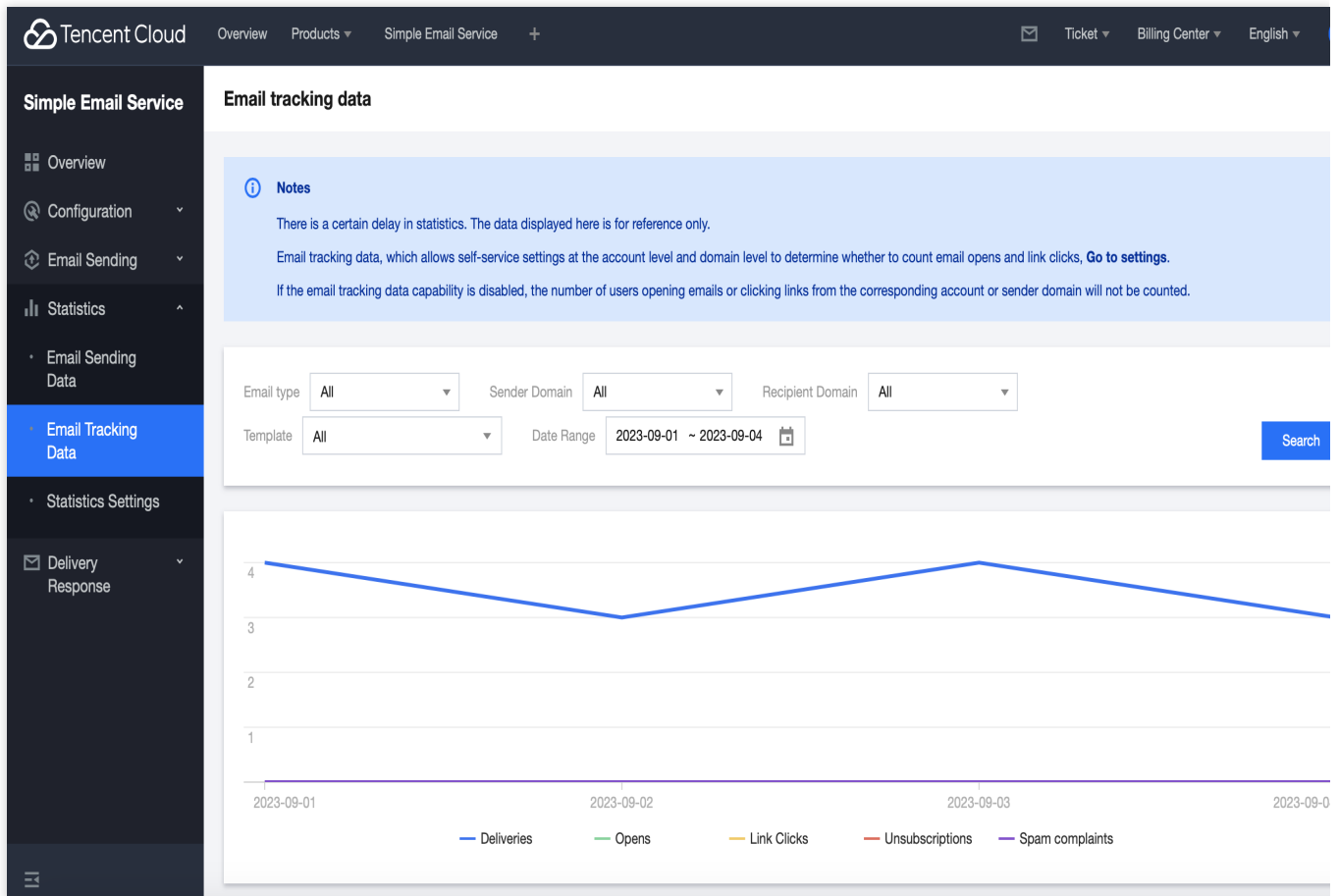
Log in to the Console > Statistics > [Email tracking data](#), which supports viewing the number of users who opened the email, clicked on links, unsubscribed, and reported spam data from dimensions such as the sender domain, recipient domain, and template.

Directions

Log in to the Console > [Email tracking data](#) page, specify the sender domain, recipient domain or template to accurately filter and view the number of users who opened the email, clicked on links, unsubscribed, and reported spam data for a specific time period.

Note :

The number of users who opened the email and clicked on links requires you to configure it in advance in [Statistics Settings](#).



Statistics Settings

Overview

Log in to the Console > Statistics > [Statistics Settings](#), which supports setting whether to enable the Email Opens Count and Link Clicks Count from both the account level and sender domain level dimensions.

Directions

Account-level tracking data count settings

1. Log in to the [Console](#) > Data Statistics > [Statistics Settings](#) > Account-level tracking data count settings.

Statistics settings

Account level tracking data count settings

☒ Email Opens Count

☐ Link Clicks Count

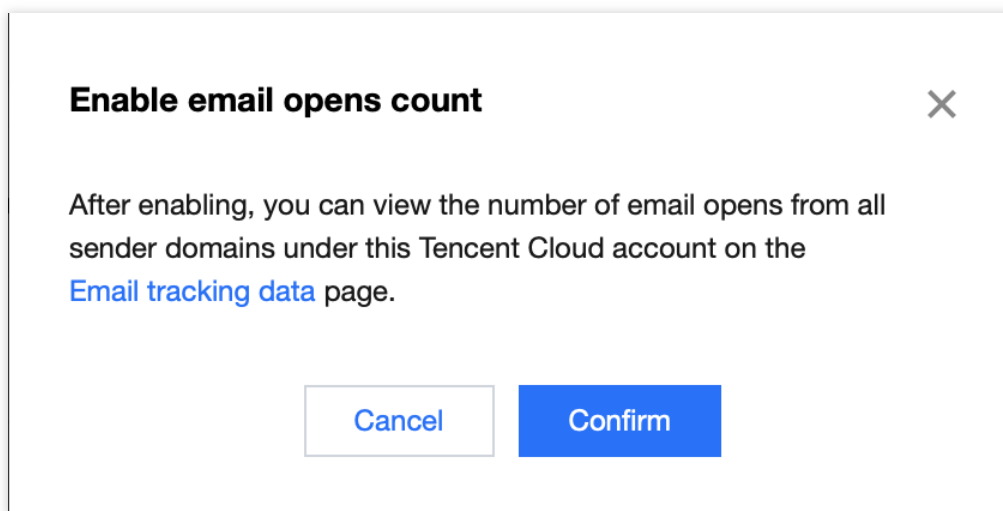
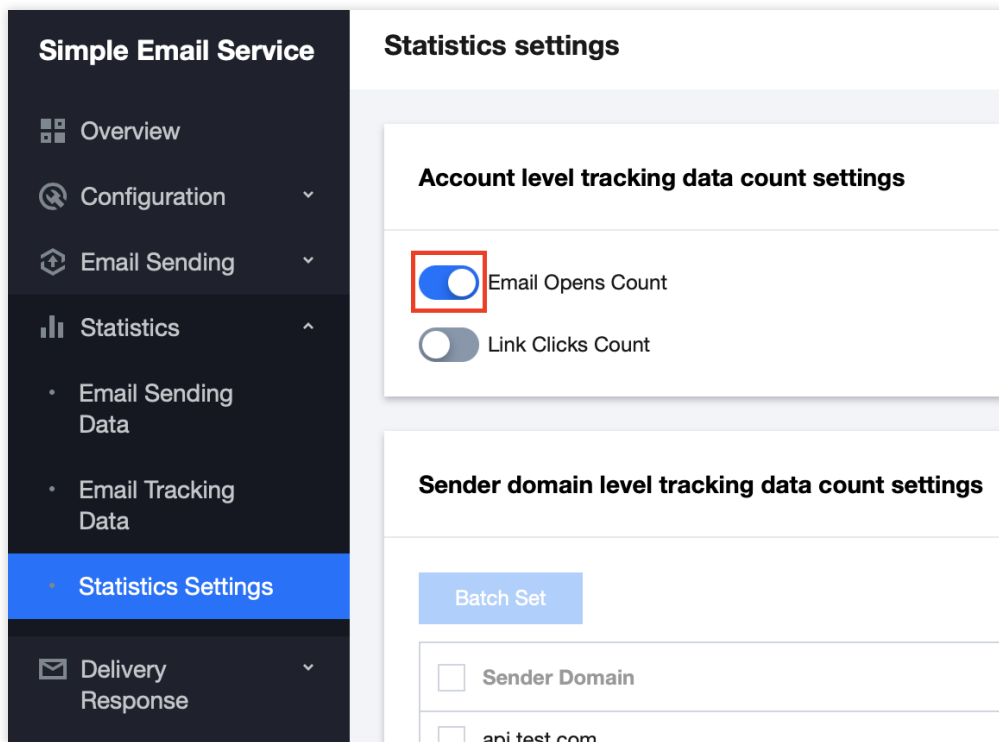
Sender domain level tracking data count settings

Batch Set

<input type="checkbox"/> Sender Domain	Email Opens Count	Link Clicks Count	Operation
<input type="checkbox"/> api.test.com	Opened	Closed	Edit

Total items: 1 10 / page 1 / 1 page

2. Click the switch for Email Opens Count, and confirm the operation a second time. After clicking "Confirm", you can enable or disable the "number of email opens" statistical capability for all sender domains under the account.



3. Click the switch for Sender domain level tracking data count settings, and confirm the operation a second time. After clicking "Confirm", you can enable or disable the "number of link clicks" statistical capability for all sender domains under the account.

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 - Email Tracking Data
 - Statistics Settings**
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Statistics settings

Account level tracking data count settings

☒ Email Opens Count

☐ Link Clicks Count

Sender domain level tracking data count settings

Batch Set

☐ Sender Domain

☐ api.test.com

Total items: 1

No longer counting link clicks



After disabling, the link clicks from emails sent by all sender domains under this Tencent Cloud account will not be counted.

[Cancel](#)[Confirm](#)

Sender domain level tracking data count settings

1. Log in to the Console > Statistics > Statistics Settings > Sender domain level tracking data count settings.

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Overview Configuration Email Sending Statistics Email Sending Data Email Tracking Data **Statistics Settings** Delivery Response

Statistics settings

Account level tracking data count settings

☒ Email Opens Count

☒ Link Clicks Count

Sender domain level tracking data count settings

Batch Set Enter the sender domain

<input type="checkbox"/> Sender Domain	Email Opens Count	Link Clicks Count	Operation
<input type="checkbox"/> api.test.com	Opened	Closed	Edit

Total items: 1 10 / page 1 / 1 page

2. Select the sender domain you want to set, and configure the "Email Opens Count" and "Link Clicks Count" statistical capabilities for single or multiple sender domains.

Tencent Cloud

OverviewProductsSimple Email Service

TicketBilling CenterEnglish

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Email Opens Count

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Sender domain level tracking data count settings

Batch Set

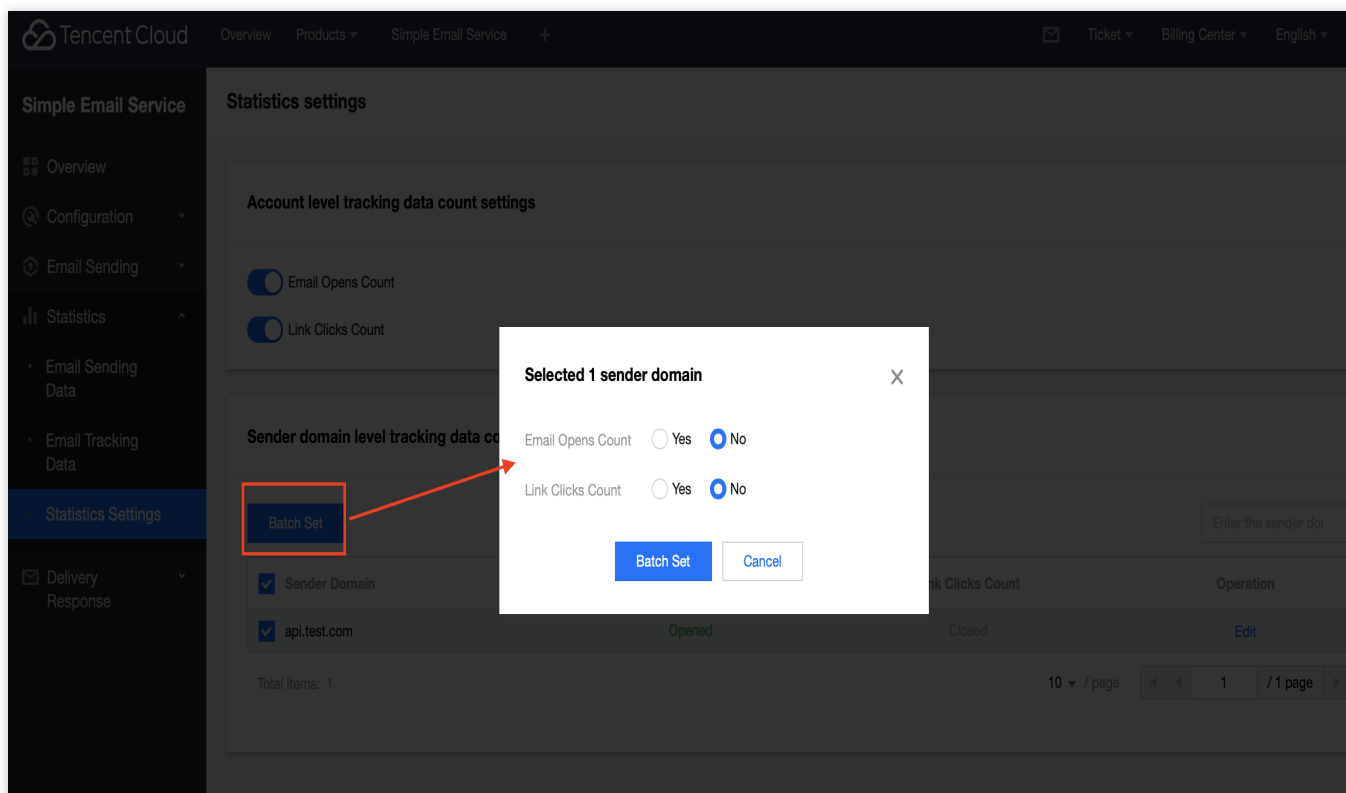
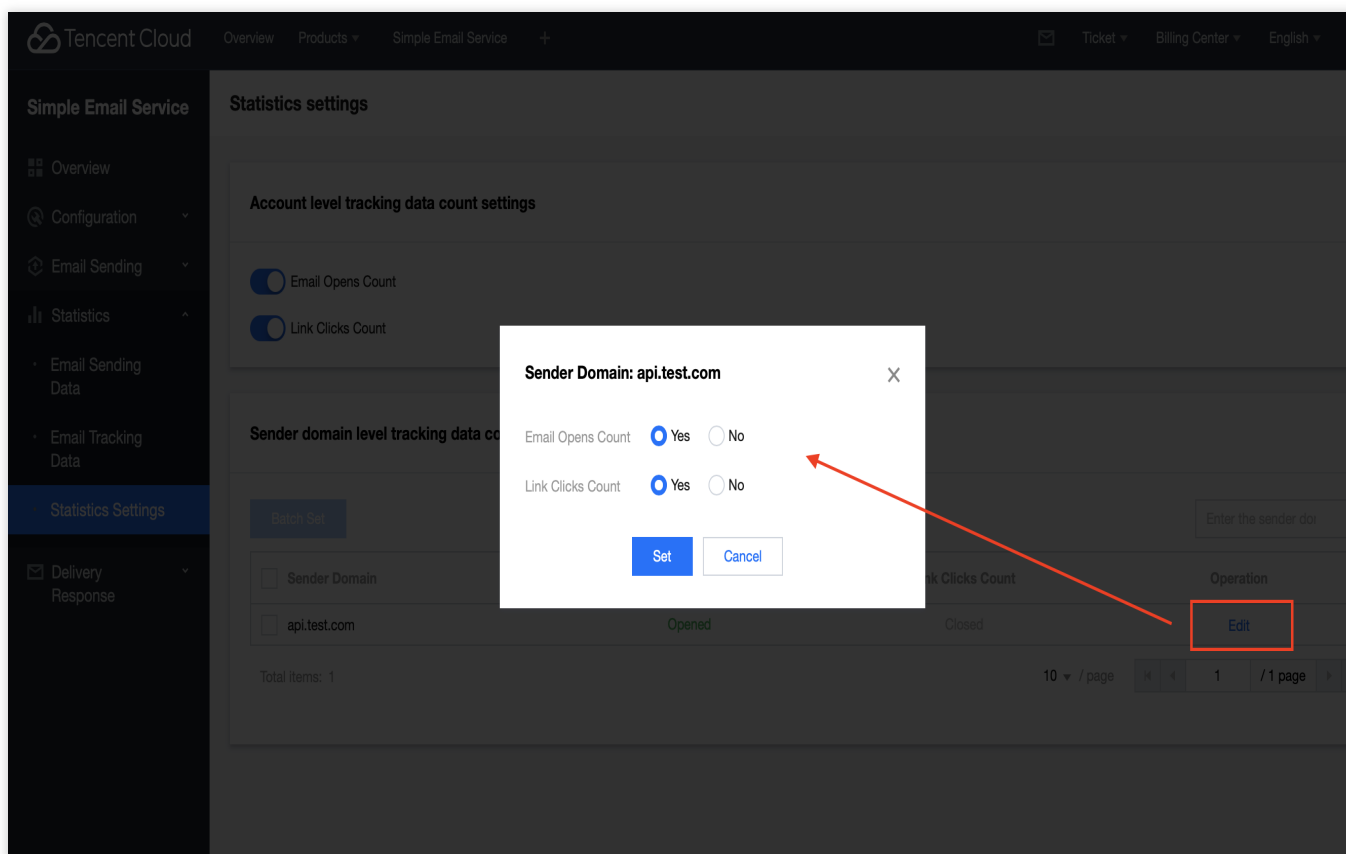
Enter the sender domain

Sender Domain	Email Opens Count	Link Clicks Count	Operation
<input type="checkbox"/> api.test.com	Opened	Closed	<div>Edit</div>

Total items: 1

10 / page

1 / 1 page



Delivery Response

Last updated : 2024-03-12 10:32:36

Delivery Response

Real-time queue status

Through the [Real-time queue](#) status chart, you can obtain statistical data such as sent emails, deliveries, bounces, and rejected emails. You can select a specific search range from the sender domain and recipient domain options above. With an intuitive chart display, you can quickly understand the changing trends of various indicators, providing a basis for optimizing email services.

Note :

There is a certain delay in statistics. The data displayed in the console is for reference only.

Email Status

[SMS Console](#)>Delivery Response>[Email Status](#) Supports searching and viewing the relevant status of email delivery from the dimensions of date range and recipient address.

Note :

There is a certain delay in statistics. The data displayed in the console is for reference only.

Open/Click

[SMS Console](#)>Delivery Response>[Open/Click](#) This module supports viewing the number of times an email is opened and the number of times an email is clicked from the dimensions of the sender domain, recipient domain, and date range, and exporting the query results.

Email Open Count Query

Accurately filter the sender domain, recipient domain, date range, and email sending time to view the number of times an email is opened and support exporting the query results.

Email Click Count Query

Accurately filter the sender domain, recipient domain, date range, and email sending time to view the number of times an email is clicked and support exporting the query results.

Note :

1. When you open the downloaded CSV file with Excel or other tools, numbers might be displayed in scientific notation or other formats.
2. You can convert timestamps in milliseconds in the downloaded file to readable time using an Excel formula.
Example: =TEXT(C2/86400000+DATE(1970,1,1), "YYYY-MM-DD HH:mm:ss"), where C2 is the cell that the timestamp is located in. The converted time is UTC time.

Spam Report

[SMS Console](#)>Delivery Response>[Spam Report](#) This module supports viewing the number of times an email is reported as spam from the dimensions of the sender domain, recipient domain, and date range, and supports exporting the query results.

Bounced

[SMS Console](#)>Delivery Response>[Bounced](#) This module supports viewing the number of corresponding bounced emails from the dimensions of the sender domain, recipient domain, and date range, and supports exporting the query results.

Unsubscription

[SMS Console](#)>Delivery Response>[Unsubscription](#) This module supports viewing the number of corresponding unsubscribed emails from the dimensions of the sender domain, recipient domain, and date range, and supports exporting the query results.

Blocklist

[SMS Console](#)>Delivery Response>[Blocklist](#) This module supports viewing the bounce time (added to the blocklist) of emails from the recipient email address dimension and supports batch deletion of the blocklist list that meets the criteria.

Note :

Bounced email addresses will be added to the blocklist for a duration of 180 days. Clicking "Remove from blocklist" can actively remove the address from the blocklist.