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Valencia
Colegio Oficial
Agentes Comerciales

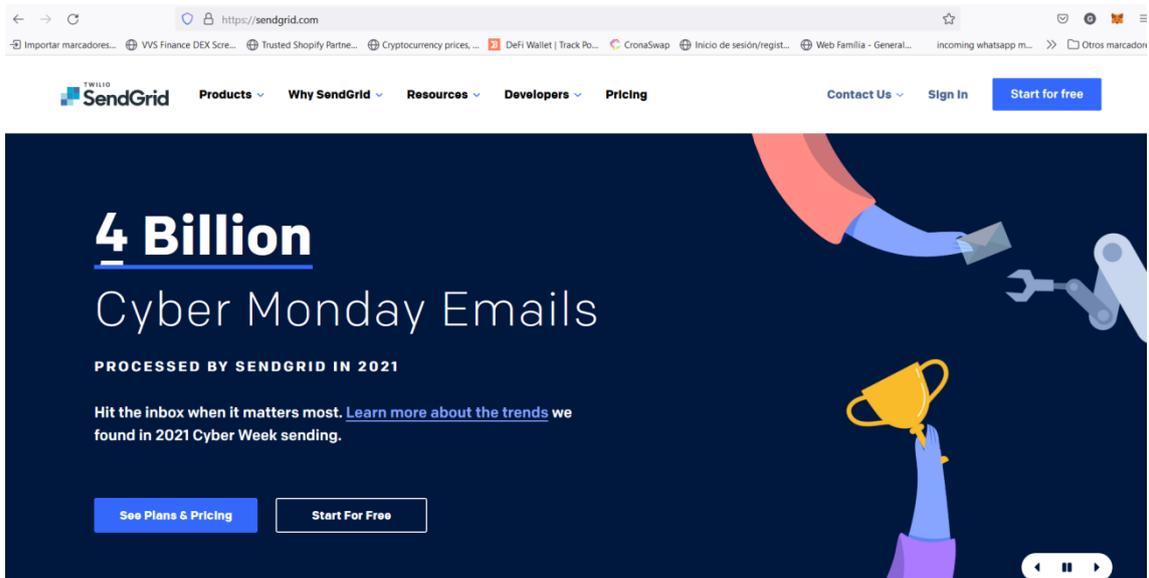
Configuración del Correo Saliente con SendGrid

Colegio Oficial de Agentes Comerciales de Valencia

Configuración del servidor de correo saliente con SendGrid

En ocasiones, si tenemos dificultades para configurar nuestro CRM con los datos de nuestro proveedor de correo, o si queremos tener más información del envío de los correos, es útil usar un servicio especializado en email como SendGrid. Sendgrid tiene una opción gratuita de 100 correos diarios, lo que es suficiente para un uso normal del sistema, y nos permite disponer de un sistema profesional de envío. La página esta en inglés, pero el registro es muy sencillo y seguro

Lo primero será crear nuestra cuenta en [SendGrid](https://sendgrid.com)



Vamos al menú Sign In

Contact Us ▾

Sign In

Start for free

Y accedemos al formulario de acceso / registro



Username

Password

[Forgot your password?](#)

Log In

[Log in with single sign-on \(SSO\) instead](#)

Don't have a Twilio SendGrid account? [Sign up now!](#)

Como no tenemos cuenta todavía, iremos al enlace de [Sign up Now!](#) , en la parte inferior

A screenshot of the Twilio SendGrid pricing page. The header includes the Twilio SendGrid logo and navigation links for Products, Why SendGrid, Resources, Developers, Pricing, Contact Us, Sign In, and a Start for free button. The main content area features the heading "Explore the right plan for your business." followed by the subtext "Get started for free, upgrade later in our application." and a prominent "Start for free" button. Below this, there is a link for "CONTACT US" for custom plans. At the bottom, two plan categories are shown: "Email API Plans" (Integrate email into your app or website.) and "Marketing Campaigns Plans" (Design and send email marketing campaigns and automations.).

Una vez en esta página, vamos al botón [Start for Free](#)



Let's Get Started

Sign up for free. No credit card required.

Email Address •

Use email address as username

Password • 

Must have at least 16 characters.

No soy un robot  reCAPTCHA
Privacidad - Términos

I accept the [Terms of Service](#) and have read the [Services Privacy Policy](#)

El *Email Address* que debemos indicar será nuestro usuario de SendGrid, y el password que deseemos. Completamos los campos, aceptamos el CAPTCHA y los términos de uso y la Política de privacidad y pulsamos **Create Account**



Let's Get Started

Sign up for free. No credit card required.

Email Address •

gmarco@audalabs.net

Use email address as username

Password • 

Must have at least 16 characters.

No soy un robot  reCAPTCHA
Privacidad - Términos

I accept the [Terms of Service](#) and have read the [Services Privacy Policy](#)

Create Account

Accedemos a una pantalla para completar nuestros datos



Tell Us About Yourself

This information will help us serve you better.

First Name *	Last Name *
Company Name *	Company Website *
Country Code USA (+1) ▾	Phone Number
What is your role? *	
<input type="radio"/> Developer	<input type="radio"/> CEO
<input type="radio"/> Marketer	<input type="radio"/> Other
How many emails do you send per month? *	
<input type="radio"/> 0 to 100,000	<input type="radio"/> 100,000 to 700,000
<input type="radio"/> 700,000 to 1,500,000	<input type="radio"/> 1,500,000 to 10,000,000
<input type="radio"/> 10,000,000 to 50,000,000	<input type="radio"/> 50,000,000 to 100,000,000
	<input type="radio"/> 100,000,000+
How many employees work at your company? *	
<input type="radio"/> 1 - 500	<input type="radio"/> 1,001 - 5,000
<input type="radio"/> 501 - 1,000	<input type="radio"/> 5,001+

Get Started!

Cuando completemos nuestros datos, completamos el resto con el rol que deseemos, con los valores de envío (los mínimos son suficientes) y el número de empleados y pulsamos **Get Started!**. Un Ejemplo:

Configuración del Correo Saliente con SendGrid

What is your role? *

- Developer CEO
 Marketer Other

How many emails do you send per month? *

- 0 to 100,000 100,000 to 700,000
 700,000 to 1,500,000 1,500,000 to 10,000,000
 10,000,000 to 50,000,000 50,000,000 to 100,000,000
 100,000,000+

How many employees work at your company? *

- 1 - 500 1,001 - 5,000
 501 - 1,000 5,001+

Get Started!

Sendgrid nos va a enviar un correo a la cuenta indicada de verificación, donde deberemos pulsar la a verificar esa cuenta. Entraremos en nuestro correo para hacerlo, revisando también la carpeta de Spam por si nos hubiera llegado allí.

Además, SendGrid va a solicitarnos una doble verificación para acceder. Podemos descargarnos una app para generar un código de acceso, o hacerlo a través de SMS a nuestro móvil. Elegimos esta última opción por ser más sencilla, ya que no vamos a acceder muy a menudo, y pulsaremos **Next**

Welcome back!

Add Two-Factor Authentication ⓘ



-  **Authy App**
Authy generates a 7 digit time-based one-time-password every 20 seconds.
 - Relies on a phone number.
 - Allows access to your account when you are not connected to a cellular network.
-  **Text Messages (SMS)**
Receive a confirmation code via text message on your mobile phone upon login.
 - Relies on a phone number.
 - You will not be able to log in when cellular service is unavailable.

[Log Out](#)

[Next](#)

Introducimos nuestro código internacional, y el número de nuestro movil para recibir los mensajes de verificación.



Welcome back!

Add Two-Factor Authentication: SMS ⓘ



Enter your mobile number

We will use this number to send you a text message with a confirmation code.

Country Code

Spain (+34) ▾

Mobile Phone Number

656606503

[Back](#)

[Next](#)

AL pulsar **Next**, nos enviará un SMS al móvil con un código de verificación, que introduciremos en la pantalla siguiente:



Welcome back!

Add Two-Factor Authentication: SMS ⓘ



Enter your code

We just sent a 7-digit code to 656606503.

Authentication code
6221643

Back

Save

Una vez introducido, ya tendremos nuestro sistema de verificación activo



You've successfully enabled Two-Factor Authentication! 🎉

You can now log in to your account more securely by using your password and authentication code.

Go to login

Pulsando **Go To Login**, ya podemos acceder a SendGrid.

TWILIO
SendGrid

Username
gmarco@audalabs.net

Password
.....

[Forgot your password?](#)

[Log In](#)

[Log in with single sign-on \(SSO\) instead](#)

Just launched: Deliverability Insights

Turning rich email data into actionable metrics has never been easier thanks to our new Deliverability Insights dashboard—now in public beta!

[Tell me more](#)

Pulsaremos **Login**, nos enviará un SMS con un código para acceder, que introduciremos en la pantalla siguiente.

Two-Factor Authentication

Your account is protected with two-factor authentication. We've sent you a text message. Please enter the code below.

Two-Factor Code

[Continue](#)

[Resend code via text message >](#)

y accederemos a nuestro panel.

Configuración del Correo Saliente con SendGrid

The screenshot shows the SendGrid dashboard for user Guillermo Marco. The main heading is "Welcome, Guillermo!". Below it, a message says "To get up and running quickly, please follow the steps outlined below." A prominent blue banner reads "Send your first emails with Twilio SendGrid". Underneath, the section "Create a sender identity" is active. It explains that before sending email, a sender identity must be created, and offers two options: "Create a Single Sender" (highlighted in blue) and "Authenticate a domain instead". A note states: "Your sender identity is the 'from' email address your recipients will see in their inbox. Learn more about this." An illustration shows an email header with "Your Business" as the sender. At the bottom, a button says "Send your first email" with a lock icon and a warning: "Please create a sender identity before sending your first email."

Vamos ahora a configurar SendGrid como nuestro servidor SMTP. Para esto, debemos crear una clave de API. En el menú de la izquierda iremos a Setting / API Keys

This image shows the left sidebar menu of the SendGrid dashboard. The menu items are: Dashboard, Email API, Marketing, Design Library, Stats, Activity, Suppressions, Settings, Account Details, Alert Settings, API Keys, Inbound Parse, IP Access Management, IP Addresses, Mail Settings, Sender Authentication, Subuser Management, and Teammates. Two blue arrows point to the "Settings" and "Mail Settings" items, indicating the navigation path.

The screenshot shows the "API Keys" page in the SendGrid dashboard. At the top, a green banner contains the text "Before sending your first email, you'll need to create a sender identity." and a button labeled "Create a sender identity". The page title is "API Keys" and there is a "Create API Key" button in the top right corner. The main content area features a key icon and the heading "Get started creating API Keys". Below this, a paragraph explains: "API keys help protect the sensitive areas of your SendGrid account (e.g. contacts and account settings). To control and limit access of API users, you can create multiple API keys, each with different permissions."

Y pulsaremos **Create API Key**

Create API Key

API Key Name •
corebos ⓘ

API Key Permissions • ⓘ

- Full Access**
Allows the API key to access GET, PATCH, PUT, DELETE, and POST endpoints for all parts of your account, excluding billing and Email Address Validation.
- Restricted Access**
Customize levels of access for all parts of your account, excluding billing and Email Address Validation.
- Billing Access**
Allows the API key to access billing endpoints for the account. (This is especially useful for Enterprise or Partner customers looking for more advanced account management.)

Cancel Create & View

Pondremos un nombre a nuestra clave de API, marcaremos Full Access y luego **Create & View**



API Key Created

Please copy this key and save it somewhere safe.
For security reasons, we cannot show it to you again

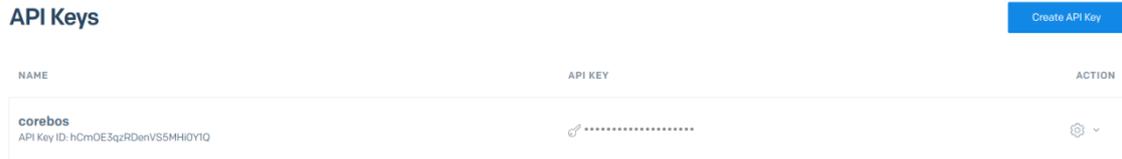
```
SG.hCmOE3qzRDenVS5MHi0Y*Q.FDQIMaEv8E1hKzKH4G1YYEV0G0z2DpkCUOvRW6SQ
```

Done

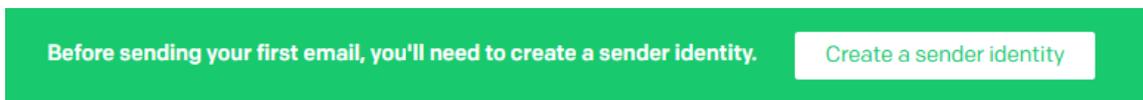
Esa es nuestra clave. **Debemos guardarla ya que por razones de seguridad no nos la van a mostrar otra vez, si la perdemos, deberemos crear una nueva**

Configuración del Correo Saliente con SendGrid

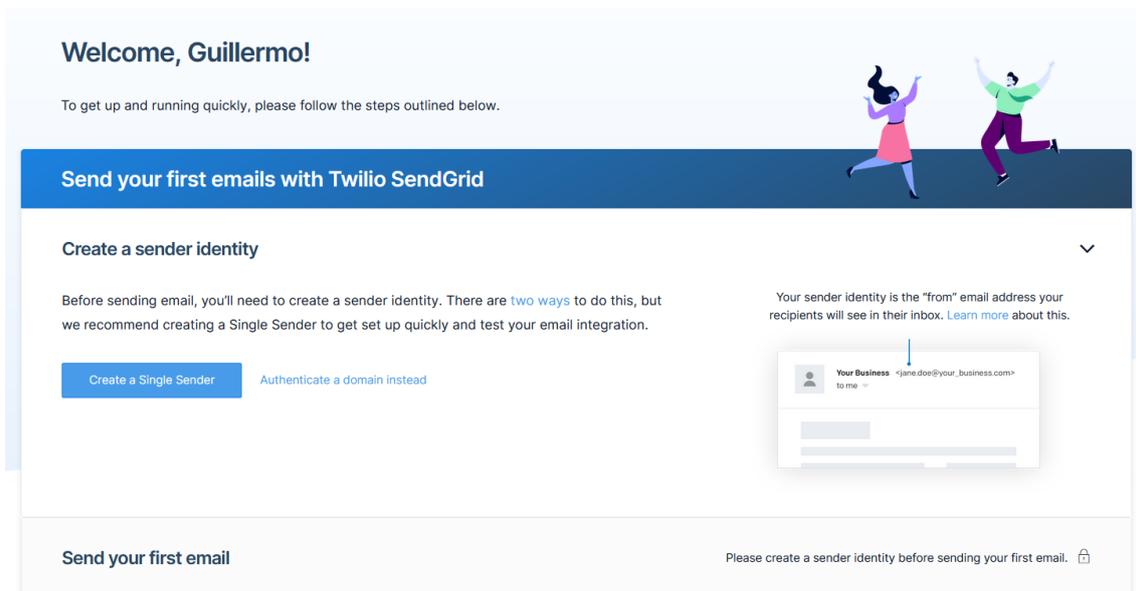
Pulsando sobre el número copiaremos la clave. Al pulsar sobre la clave, se activará el botón Done para cerrar esta ventana. En el paso siguiente



En la parte superior de la pantalla veremos una banda verde que indica que debemos crear una identidad para el envío (Sender Identity)



Pulsaremos en Sender identity, y accedemos a su creación:



Pulsamos en **Create a Sender** y completamos nuestros datos.

Create a Sender

You are required to include your contact information, including a physical mailing address, inside every promotional email you send in order to comply with the anti-spam laws such as [CAN-SPAM](#) and [CASL](#). You'll find [replacement tags](#) for this information in the footer of all the email designs SendGrid provides. [Learn more](#)

From Name •	<input type="text"/>	
From Email Address •	<input type="text"/>	
Reply To •	<input type="text"/>	
Company Address •	<input type="text"/>	
Company Address Line 2	<input type="text"/>	
City •	State Select State	<input type="text"/>
Zip Code	Country • Select Country	<input type="text"/>
Nickname •	<input type="text"/>	

Es necesario hacerlo para evitar filtros antiSPAM. Lo completamos con nuestros datos, especialmente el correo que deberá ser con el que queremos que se identifiquen nuestros mensajes

Configuración del Correo Saliente con SendGrid

From Name •
Guillermo Marco ⓘ

From Email Address •
gmarco@audalabs.net ⓘ

Reply To •
gmarco@audalabs.net ⓘ

Company Address •
audalabs

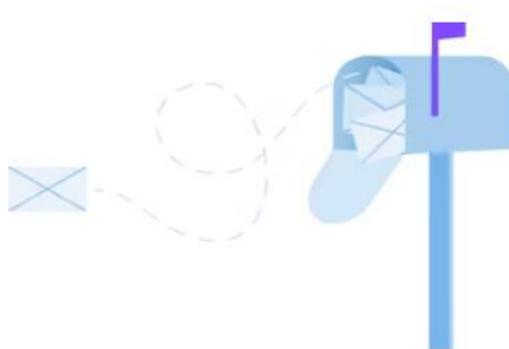
Company Address Line 2

City •
ValenciA

Zip Code Country •
46010 Spain ▾

Nickname •
guillermomarco ⓘ

Recibiremos un mensaje en nuestro correo para verificarlo



Sender has been created

To verify sender identity, check your inbox at gmarco@audalabs.net.

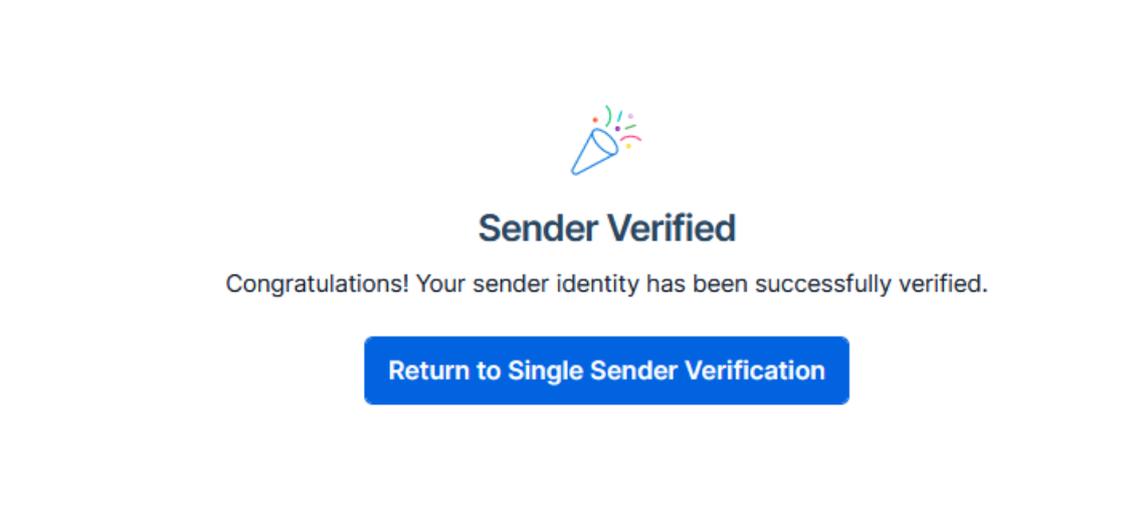
Accedemos al nuestro mail. Es posible que entre como Correo no Deseado o SPAM.

The screenshot shows an email client interface. On the left is a sidebar with folders: 'Bandeja de entrada' (95), 'Borradores', 'Enviados' (1), 'Correo no deseado' (2), 'Papelera' (9), and a sub-folder for 'audalabs.net' containing 'Correo electrónico no deseado', 'Junk E-mail', and 'Sent'. A search bar is at the top left. The main area shows a list of emails under the 'Todos' filter, with 'Ordenar' options. Two emails are visible: one from 'SendGrid' with subject 'Please Verify Your Single Sender' (17:45) and one from 'Sendgrid Support' with subject 'Welcome to SendGrid! Confirm Your Email' (17:17). Action icons like 'Redactar', 'Responder', and 'Eliminar' are visible at the top.

Verificamos

The screenshot shows an email from 'SendGrid <no-reply@sendgrid.com>' to 'gmarco@audalabs.net' at 17:45. The subject is 'Please Verify Your Single Sender'. The email body contains the Twilio SendGrid logo and the text: 'Let's verify your single sender so you can start sending email.' Below this is the email address 'gmarco@audalabs.net' and a note: 'Your link is active for 48 hours. After that, you will need to resend the verification email.' At the bottom is a blue button labeled 'Verify Single Sender'.

Y ya tendremos creado nuestra identidad



Si pulsamos en [Return to Single Sender Verification](#), veremos nuestra identidad creada

Sender Authentication / **Single Sender Verification** Create New Sender

SENDERS	ADDRESS	NICKNAME	VERIFIED	ACTIONS
Guillermo Marco FROM gmarco@audalabs.net REPLY gmarco@audalabs.net	audalabs ValenciA, 46010 ESP	guillermomarco		

Una vez tenemos nuestra cuenta en SendGrid, debemos configurarla en Corebos. Accederemos a la configuración en:

micorebos/index.php?action=integration&module=Utilities&_op=getconfigsendgrid

Cambiaremos **micorebos** por nuestra URL de acceso y accederemos a la configuración:

Utilites

Activación SendGrid

Integración Activa Desahabilitado

Configuración para Email Transaccional
Sustituye el servidor de correo saliente

Activo

* Servidor de Correo Saliente

Usuario

Contraseña

Configuración para Email Marketing
Solo para mensajes, emails programados y procesos creados específicamente

Activo

* Servidor de Correo Saliente

Usuario

Contraseña

Guardar

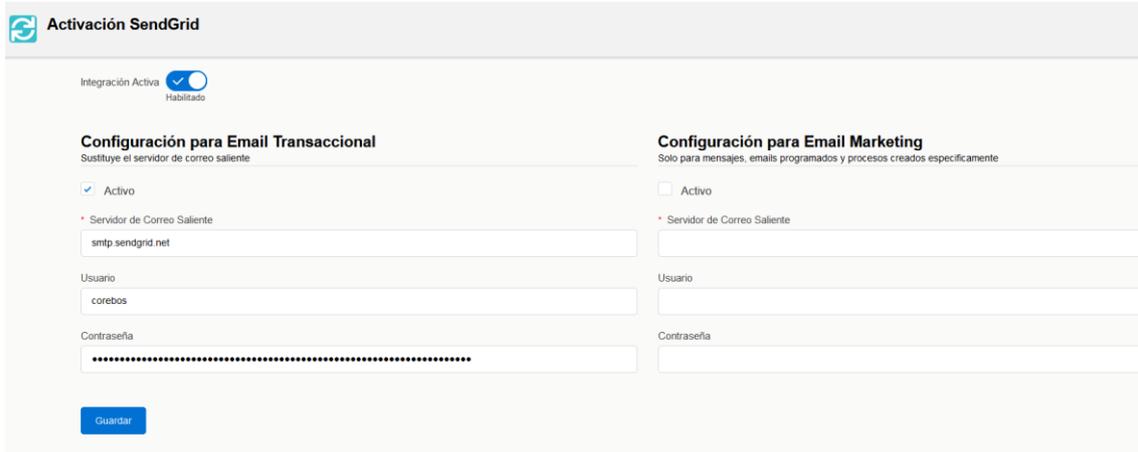
Configuración del Correo Saliente con SendGrid

Configuramos nuestro **Email Transaccional** con estos datos:

Servidor de Correo saliente: smtp.sendgrid.net

Usuario: el nombre de nuestra api key.

Contraseña: Nuestra clave de API



The screenshot shows the 'Activación SendGrid' interface. At the top, there is a status indicator 'Integración Activa' with a blue checkmark and the word 'Habilitado'. Below this, there are two main configuration sections:

- Configuración para Email Transaccional:** This section is titled 'Sustituye el servidor de correo saliente'. It has a checked 'Activo' checkbox. The 'Servidor de Correo Saliente' field contains 'smtp.sendgrid.net'. The 'Usuario' field contains 'corebos'. The 'Contraseña' field is filled with dots. A blue 'Guardar' button is located at the bottom left of this section.
- Configuración para Email Marketing:** This section is titled 'Solo para mensajes, emails programados y procesos creados específicamente'. It has an unchecked 'Activo' checkbox. The 'Servidor de Correo Saliente', 'Usuario', and 'Contraseña' fields are empty.

No necesitamos configurar el servidor saliente, esta configuración sustituye a la que aparece en la Configuración del CRM. Ya podremos enviar mensajes con nuestro CRM a través de SendGrid.