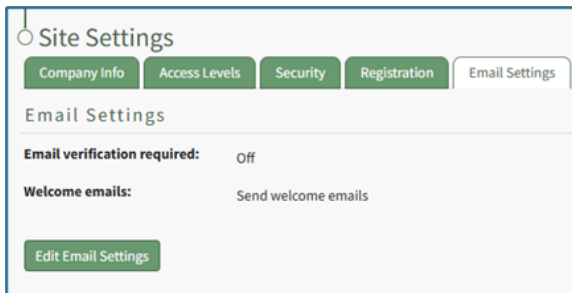


Email Settings Tab

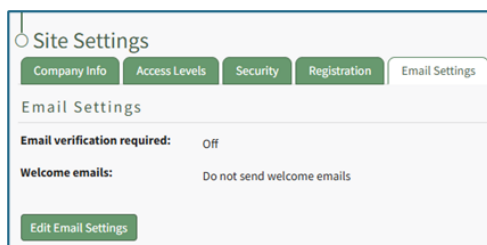
The Email Settings Tab in the Site Settings Module allows for the customization of Email Settings. These settings control what new user accounts will require email verification and if new users will receive welcome emails by default.



The default system email settings are that email verification requirements are turned off and that welcome emails are enabled. These preferences can be edited.

How To: Edit Email Settings

To edit email requirements that help manage system emails for account management, open the Email Settings Tab in the Site Settings Module. The default system settings will show before changes are made.



Select the “Edit Email Settings” button, opening an editable Email Settings Page.

Site Settings

Company Info | Access Levels | Security | Registration | **Email Settings** | Inactive Accounts

Email Settings

Email verification required:

- Registration profiles** - accounts created using a registration profile
* Can be overridden in each registration profile (Site Settings -> Registration)
- Imported accounts** - accounts created by an account import
* Overridden by registration profile setting if a registration profile is selected
- Created by an admin** - accounts created at Accounts -> Create
* Overridden by registration profile setting if a registration profile is selected

Welcome emails:

- Send welcome emails

Save **Cancel**

There are three different scenarios where email verification can be required. You can select all, none, or a combination of the available options based on your preferences. See the Email Verification Requirement Options Table below for an explanation of each checkbox.

Email Verification Requirement Options	
Checkbox	Explanation
Registration profiles	<p>Selecting the Registration profiles checkbox will require email verification for any new user accounts that were created using a registration profile.</p> <p>This setting can be overridden by a selection in the registration profile.</p>
Imported accounts	<p>Selecting the Imported accounts checkbox will require email verification for any new user accounts that are created through a CSV import.</p> <p>This selection can be overridden by a registration profile assigned to new user accounts during import account creation.</p>
Created by an admin	<p>Selecting the Created by an admin checkbox will require email verification for any new user accounts created manually by an admin on the Create Tab of the Accounts Module.</p> <p>This selection can be overridden by a registration profile assigned to new user accounts during manual account creation.</p>

A checkbox can be selected to indicate if you would like the system to send welcome emails to new users by default.

Click “Cancel” to return to the Email Settings Tab without making any changes.

Select the “Save” button. The changes made and saved are now reflected on the Email Settings Tab.

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