

Report From Email Addresses Setup

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Setting a From Email Address

Settings > General Settings > Email Settings

In this screen, scroll down to the **Report From Email Addresses** section.




Email Settings allows the setup and permissions for **From** Emails to send reports.

Report From Email Addresses:

  				
Label	Description	Email Address	Permissions	Sort Order..
Neighborhood YMCA	Administrator Email	admin_noreply@sgasoftware.app	All Users	0
Dft From Email	Dft From Email	noreply_noreply@sgasoftware.app		0
Campaign	Used as from email address for campaigns (marketi...	campaign_noreply@sgasoftware.app	All Users	0
test	Test 2	test_noreply@sgasoftware.app	All Users	0

When Setting up a new **from** email address, click the plus sign + icon.

Report From Email Addresses:

  		
Label	Description	
Neighborhood YMCA	Administrator Email	

- **Label:** This is the name of the email address (Ex. Childcare team)
- **Description:** describes the intended purpose of the email
- **Email Address:** Email addresses are hard-coded to end in "_noreply@sgasoftware.app". The initial text of the email address can be customized.
- **Sort Order:** Used to control the order in which the names appear.
- **For:** This sets up the permissions. (All Users or User/Group)

If it is for a specific user or group, they would be added to a list in the grid.

Click **Save**.

New From Email






Label:

Description:

Email Address:

For:

User/Group

     Search Groups

Type	User/Group
Group	Executive Directors