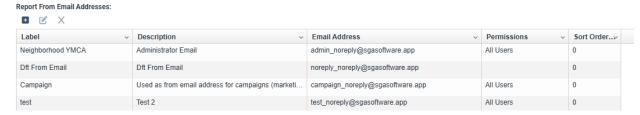
Last Modified on 12/09/2025 1:02 pm EST

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.



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



- 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:		er/Group Q Search Groups		
Туре	~	User/Group	~	
Group →		Executive Directors -		