Report From Email Addresses Setup

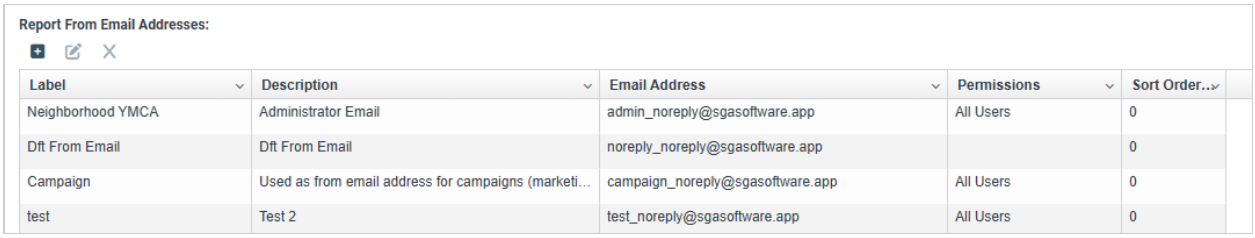
Last Modified on 09/29/2026 9:14 am EDT

# Setting a From Email Address

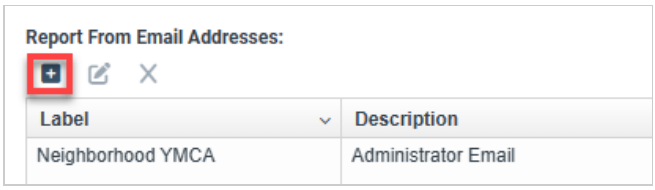
***Settings > General Settings > Email Settings***

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 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**.

