

Report From Email Addresses Setup

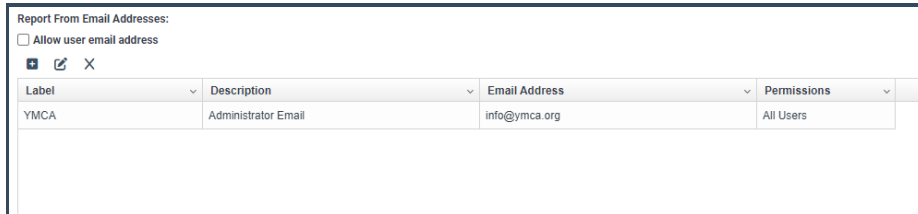
Last Modified on 01/02/2025 10:57 am EST

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. To do this, check the box for "Allow user email address."



Report From Email Addresses:

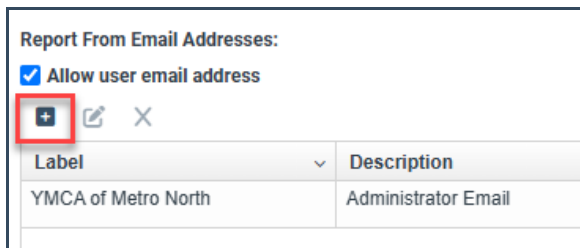
Allow user email address

Label	Description	Email Address	Permissions
YMCA	Administrator Email	info@ymca.org	All Users




Allow user email addresses: The check box must be checked so a user can choose the email address set up on their sign-on user profile.

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



Report From Email Addresses:

Allow user email address

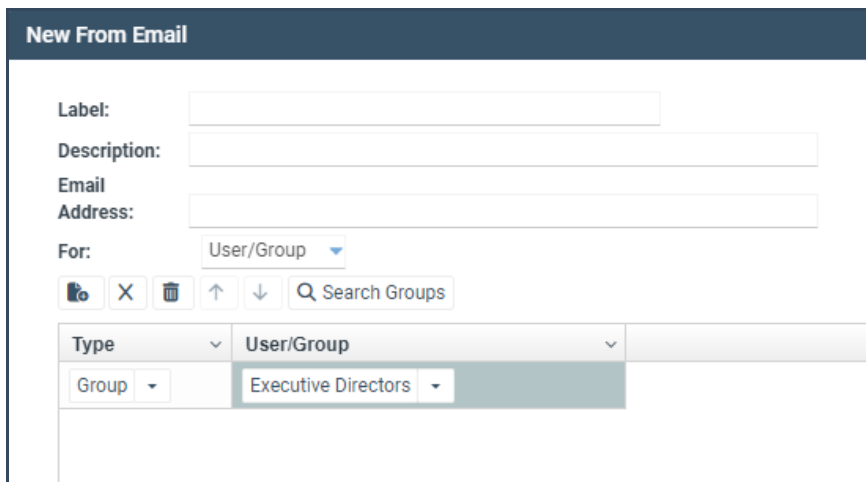
  

Label	Description
YMCA of Metro North	Administrator Email

- **Label:** This is the name of the email address (Ex. Childcare team)
- **Description:** describes the intended purpose of the email
- **Email Address:** This is where the from email is defined
- **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:

Type	User/Group
Group	Executive Directors