

# Email Notifications

## Set up System Emails

### Step 1: Where to Find the Emails



Navigate to the email notifications page by clicking on the Control Panel tab and then selecting the emails link from the control panel menu.

### Step 2: Make Sure the Email is Enabled



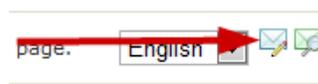
Check if your system has the email you wish to send enabled; a checked box means it is enabled. To enable an email, contact a Sencia administrator.

### Step 3: Optional Email Signature



Click the Edit Signature link from the Email Tools menu to write a standard signature for all emails. After you save, click the Emails link to return to the list of emails.

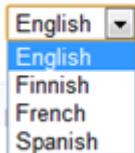
### Step 4: Create Email Text



Click the Edit Email icon  next to any email to add text to the fields and body of the notification.

### Step 5: Select Language

#### Select Language:



Select the language for the email. You can create a new email for each language.

### Step 6: Fill in Headers

Message Header:

To: Automatic

CC\*:

BCC\*:

From\*:

Subject:

Fill in the Message Header fields. The To: field is automatically populated. You can make use of both custom text and dynamic pre-set text.

### Step 7: Write Message Body

#### Message Body:

 A screenshot of a rich text editor interface. The text area contains a message body template:
 

Welcome [[ First Name ]] [[ Last Name ]],

Your account has been created on [[ Login Address ]].

Username: [[ Username ]]

Password: [[ Password ]]

Write your Message Body, making use of both custom and dynamic pre-set text.

 The message header fields to, from, subject and message body must all be filled out. Leaving any one of these blank will result in an undelivered email notification.

For more detailed coverage of automatic email alerts and to see templates with email body content, please see the Email Notifications chapter of the Site Manager Manual.

**Step 8: Save**

Save Back

Save your email message or select “Back” to cancel your email and start over.

**Step 9: Preview**

Click the Preview Email icon  to see what your email will look like.

**Preset Text**

[[ First Name ]]

[[ Last Name ]]

[[ Username ]]

[[ Password ]]

[[ Login Address ]]

[[ Manager Email ]]

**Pre-Set Text Placeholders**

A Pre-set text menu on the right hand side of each email shows a list of available dynamic text strings that can be inserted into any portion of the email. Pre-set text will automatically replace values specific to each email recipient. For example, using [[ First Name ]] would automatically populate the specific user's first name in the email.

When creating campus emails, you have the additional option of using the LMS pre-set text. If you opt to use the LMS pre-set text, you will be using the same default text that was originally set up for the emails on your system.

**LMS Preset Text**

[[ LMS To ]]

[[ LMS CC ]]

[[ LMS BCC ]]

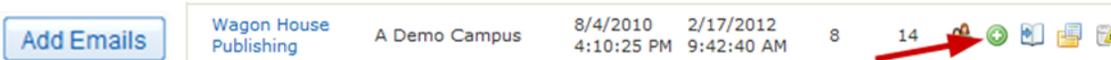
[[ LMS From ]]

[[ LMS Subject ]]

[[ LMS Body ]]

**Set up Custom Emails for Each Campus****Navigate to Campus Emails**

Navigate to the Campuses page by clicking on the Control Panel tab and then selecting the Campuses link from the control panel menu.

**Activate Campus Emails**

Click the Add Emails button next to the campus from detailed view or the green plus symbol from list view.

**Select Which Emails to Send**

Check the Send Email column for all of the eligible emails that you wish to send for the campus.

Email Name	Send Email	Enabled
Account Creation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Create Your Custom Emails**

Follow steps 3-9 in the section above, “Set up System Emails”.



Campus email notifications will only be sent if they are enabled for your system. When a campus has enabled notifications that are custom written, those emails will be sent instead of the default LMS emails. If a Campus does not have custom emails setup, then users will receive the LMS emails, unless you configure them otherwise.

*Note that Forgot password is not adjustable at the campus level.*

For more detailed coverage of automatic email alerts and to see templates with email body content, please see the Email Notifications chapter of the Site Manager Manual.