

Enable or Disable Emails

Enable Emails

To enable campus level emails, see [Add Campus Emails](#) .

1. Messages must be enabled for your system before you can use them. Navigate to [Email Notifications](#) . Any notifications that have a check in the **Enabled** column are available for you

to use.

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

2. To enable any notifications that are not available on your system, create a ticket using the [Service Request System \(SRS\)](#) detailing the emails you want added.

Disable Emails

To disable campus level emails, see [Reset or Remove Campus Emails](#) .

1. To disable an email, removing the entries in any of the following mandatory fields: To, From, Subject or Message Body. Disabling a default email this way will not affect an email that is enabled at the campus level.
2. To completely remove an email for your entire system, create a ticket using the [Service Request System \(SRS\)](#) detailing the emails you want removed.