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

Email Name	Enabled
Account Creation	✔

   to use.
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.