Add Campus Emails

Campus level emails are sent based on the user's default campus.

- 1. Navigate to campus emails .
- 2. Select **Add Emails** to open the Manage Campus Emails page.



3. Select **Enable Email** for one or more email notifications.



- 4. Write the email Message Content.
- 5. **Save**.

Active campus emails must have both the Enabled (enabled for the site) and the

Send Email (enabled for the campus) options checked. See Enable or Disable Emails

to learn more.