

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.

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

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.