

Reset or Remove Campus Emails

Site Managers can remove the custom emails notifications for a campus and reset them to the system default emails. Pick the scenario below that applies to your situation.







Deactivate Campus Emails

Site Managers can choose to deactivate one or more emails for campuses.

1. [View Emails for Multiple Campuses](#) .
2. Set the status to Inactive using the drop-down menu for the applicable emails.

Manage Campus Emails

You are viewing: [Control Panel](#) > [Emails](#) > [Manage Campus Emails](#)

Campus	Status	Email	Language	Options
<input type="checkbox"/> Informetica Demo	Active ▾	Account Creation	English	  
<input type="checkbox"/> Informetica Demo	Inactive ▾	Account Locked	English	  

Set Active Status to Site Defaults

Site Managers can to match selected campus emails to match the same email types set up for the system default emails. For example, if the system only uses two default emails: Account Creation and Product enrolment, when you set active status to site defaults, that specific campus's emails will send only Account Creation and Product enrolment notifications. You can still customize the email content for the campus.

1. [View Emails for One Campus](#) .

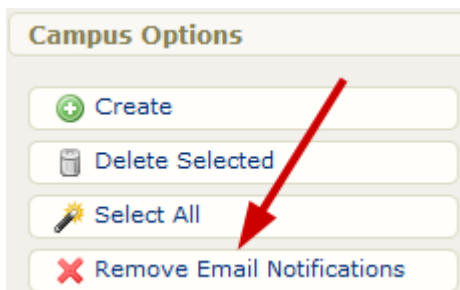
2. Select **Set Active Defaults Status to Site Defaults** from the Other menu. If you can't see the menu, show the [Tool Panel](#) .



Reset all Emails for One or More Campuses

Resetting all emails for a campus will remove all the unique campus emails and replace them with the default system emails.

1. [View Emails for One Campus](#) .
2. [Select](#) campuses.
3. Select **Remove Email Notifications** from the Campus Options menu. If you can't see the menu, show the [Tool Panel](#) .



Reset Selected Emails for a Campus

Resetting an email will remove the unique campus email and replace it with the default system email. Only emails set to active need to be reset.

1. [View Emails for Multiple Campuses](#) .
2. Select the applicable emails. You can select the emails using the check boxes in front of

the emails or by using Select All under the Options menu. If you can't see the menu, show



the [Tool Panel](#).

3. Select **Reset Selected** from the Options menu. If you can't see the menu, show the [Tool Panel](#).

