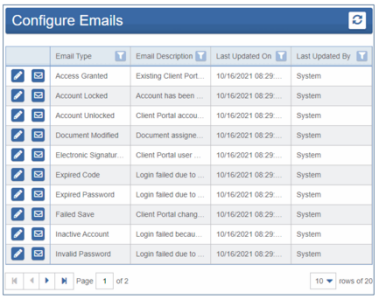
NextGen Email Configuration Training Guide

Configure Email

1) Select **Configure Emails** from the Administration page.



2) Click on the **Details** button from the Configure Emails section.

3) Update the components of the email as needed: **From Email**, **Subject**, and/or **Body**.

4) Click either the **Save** or the **Save and Close** button to retain all your changes.

5) From the **More Actions** menu of the Edit Email page, you can **Refresh Fields**, and/or **Reset to Default**.

6) To test the e-mail:
   a) Make sure you are logged in with a valid email address.
   b) On the Configure Emails page, click the **Send Test Email** button .
   c) An email will be sent to the user currently logged in.
   d) An Email Sent message will display in the upper right corner of the browser.