

Email Settings

1. Click **Administration** in the Menu
2. Select **Library**
3. Select **Email Settings**
4. Enter **emails**
5. Click **Save**

In the **Default Sender Email Address** field, enter a valid return email address. All emails will be sent from this address by default unless specified.

Change Email Settings

Default Sender Email Address:	<input type="text" value="samplemail@booksys.com"/>
Notifications Sender Email Address:	<input type="text"/>
Reserves Sender Email Address:	<input type="text"/>
<input type="button" value="Save"/>	

In the **Notifications Sender Email Address** field, enter a valid return email address for text and email notifications.

Change Email Settings

Default Sender Email Address:	<input type="text" value="samplemail@booksys.com"/>
Notifications Sender Email Address:	<input type="text" value="headlibrarian@mylibrary.com"/>
Reserves Sender Email Address:	<input type="text"/>
<input type="button" value="Save"/>	

In the **Reserves Sender Email Address:** field, enter a valid return email address for reserves.

Change Email Settings

Default Sender Email Address:	<input type="text" value="samplemail@booksys.com"/>
Notifications Sender Email Address:	<input type="text" value="headlibrarian@mylibrary.com"/>
Reserves Sender Email Address:	<input type="text" value="Reserves@mylibrary.com"/>
<input type="button" value="Save"/>	

Important! Settings on the *Server side of Atrium* must be configured to use this feature.