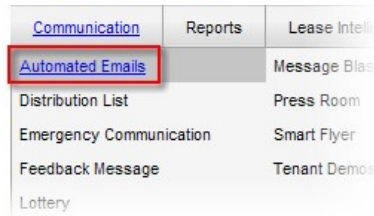


"Save and Notify" Automated Email Settings

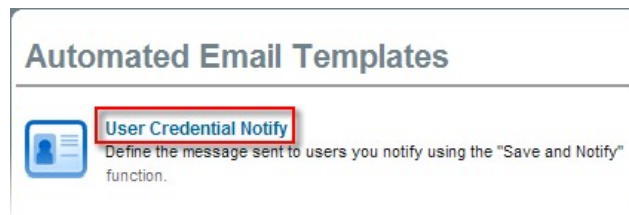
Edit "Save and Notify" Automated Email Settings:

This link defines the automated message sent to users you notify using the "Save and Notify" option.

1. Click on [Control Panel > Communications > Automated Emails](#)



2. Click on the **User Credential Notify** link.



3. In the Edit User Credential Notify page, insert a desired **From** email address, **Message** content, and **Attachments**.
4. Click **Save**.

A screenshot of the 'Edit User Credential Notify' form. The form has three main sections: 'From', 'Message', and 'Attachments'. The 'From' field contains the email address 'donotreply@axisportal.com'. The 'Message' field contains the text: 'Building Management is pleased to introduce your online building portal, an additional industry web-based application is designed to serve you 24 hours a day, 7 days a week. Functions include online work orders, web-based document storage, real-time communication. Please refer to the attached handout, if you want to submit a work order request. -One Corporate Tower'. The 'Attachments' section shows a list of attachments, including 'Cinco de Mayo Menu.pdf'. At the bottom of the form, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box.