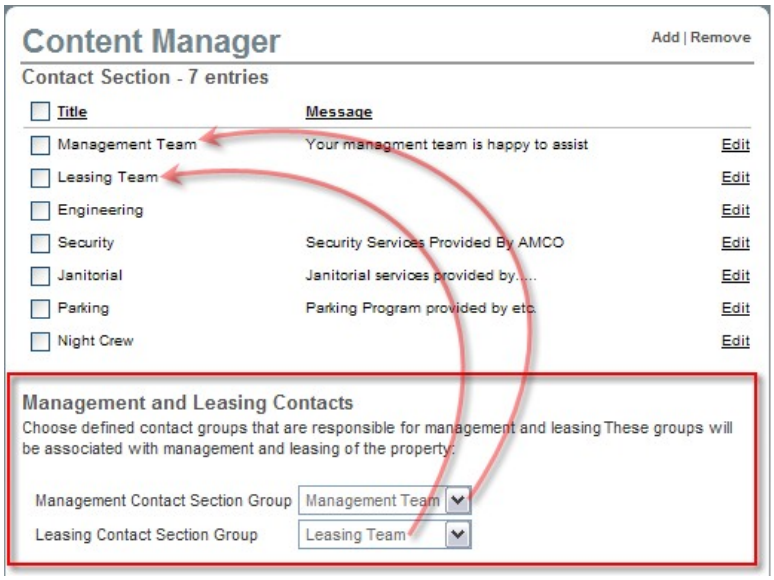
Setting Management and Leasing Contacts

Control Panel > Content Manager > Contact Section

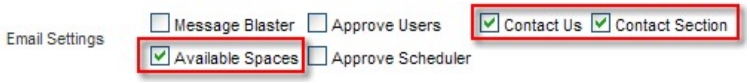
About:

The **Management** and **Leasing Contacts** settings effects email settings at various locations throughout your Portal. More specifically, the settings define which Contact Section group (that has already been created per steps noted in **Creating a Contact Section**) receives emails for different current and prospective tenant inquiries.

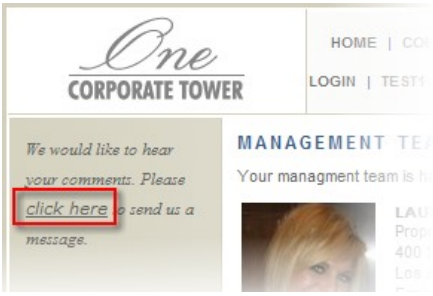


Email Settings:

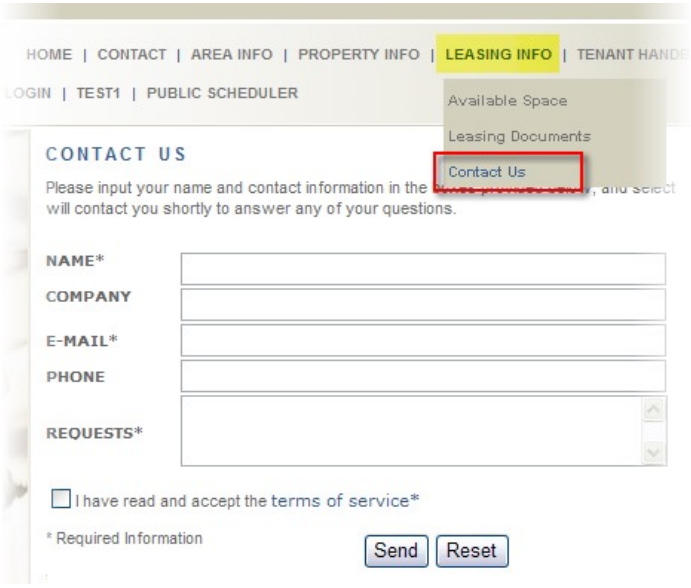
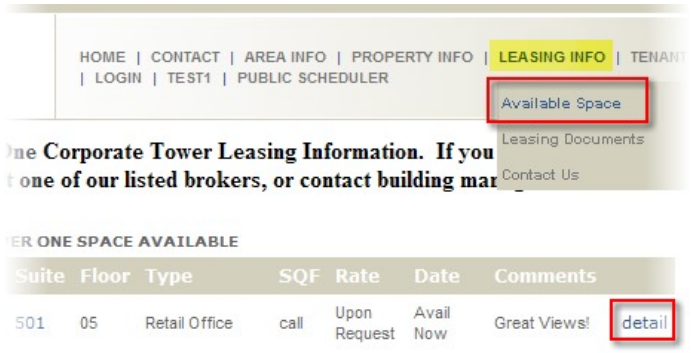
Which Non-Tenant Users (staff) receiving the different email inquiries ultimately depends on which email settings have been applied to the users from the initial Non-Tenant User Setup as noted under **Control Panel --> Setup --> User Groups/ Tenants --> Non-Tenant User Groups --> Create Non-Tenant User** section of the AXIS Portal help handbook.



- **Contact Section**: From the Send Message ("*click here*") of the side bar. The Management User Contact Section Group usually receives these emails.



- **Contact Us:** From the "Contact Us" link located under *Leasing Info* on your Portal. Both Management and Leasing Contact Section Groups usually receive these emails.



- **Available Spaces**: From the "Detail" request link located next to available suites under *Leasing Info* > *Available Spaces* of your Portal. The Leasing Contact Section Group usually receives these emails.