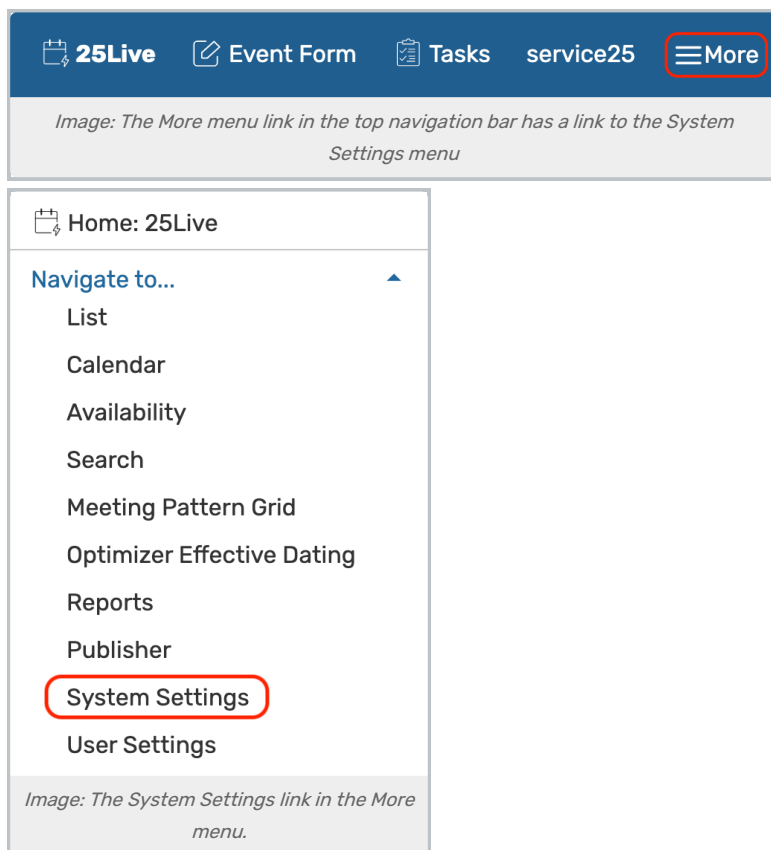


Email Defaults

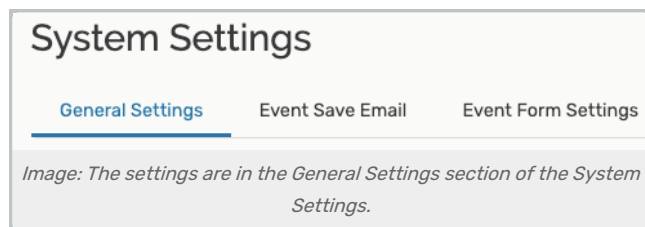
25Live allows you to configure a number of email defaults for the application.

Getting to the General Settings



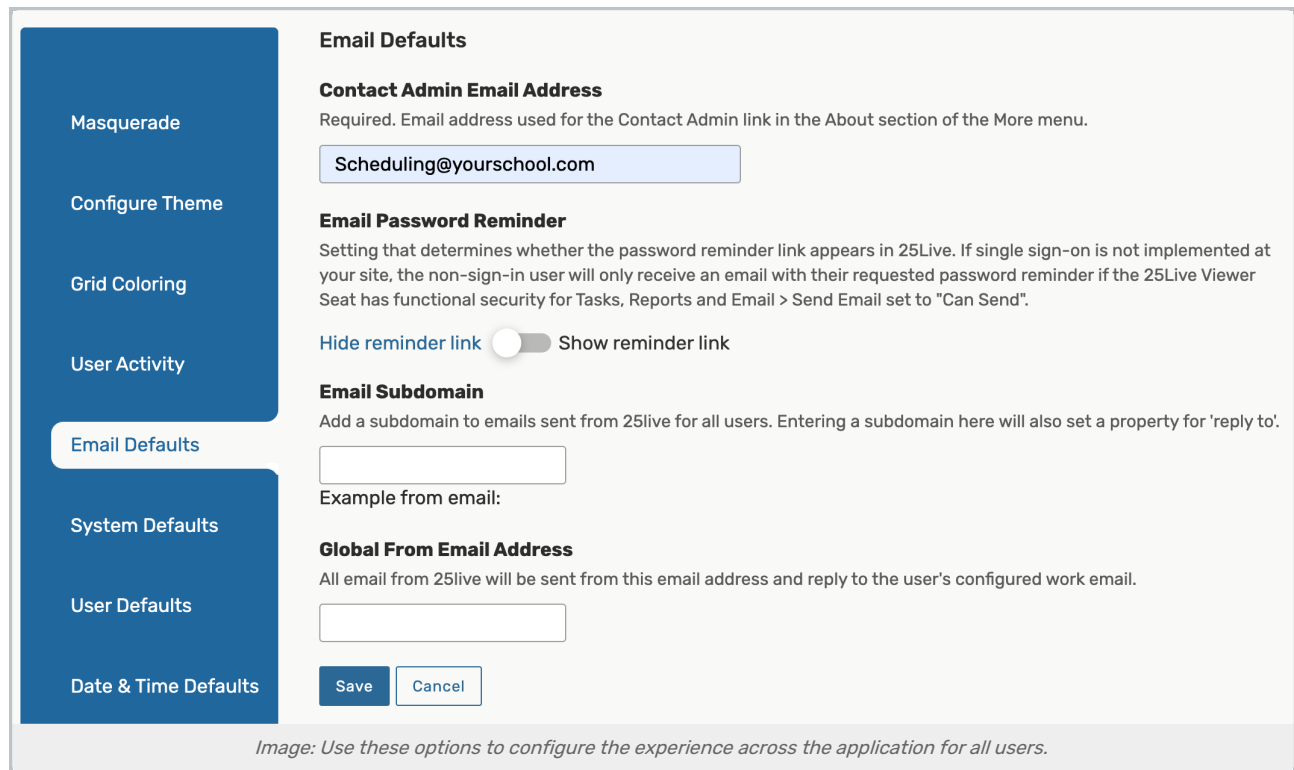
The **System Settings** section is accessible from the **More** menu in [the top navigation bar](#).

Use the menu link to go to the **General Settings** section.



Use the **Email Defaults** link in the left-side menu to view the section.

Email Default Settings



Email Defaults

Contact Admin Email Address
Required. Email address used for the Contact Admin link in the About section of the More menu.

Email Password Reminder
Setting that determines whether the password reminder link appears in 25Live. If single sign-on is not implemented at your site, the non-sign-in user will only receive an email with their requested password reminder if the 25Live Viewer Seat has functional security for Tasks, Reports and Email > Send Email set to "Can Send".

Hide reminder link ☒ Show reminder link

Email Subdomain
Add a subdomain to emails sent from 25live for all users. Entering a subdomain here will also set a property for 'reply to'.

Example from email:

Global From Email Address
All email from 25live will be sent from this email address and reply to the user's configured work email.

Image: Use these options to configure the experience across the application for all users.

Contact Admin Email Address

This email address is accessed when users use the **Contact Admin** link in the **More** menu in 25Live.

Email Password Reminder

This setting controls whether or not the password reminder link (Forgot your Password?) is displayed in the 25Live user sign-in window.



Security Note: When Not Using SSO

If single sign-on is not implemented for your institution, users will receive an email with their requested password reminder only if the 25Live Viewer Seat has the functional security setting Basic: 12.0 *Send Emails* in [Group Administration](#).

Email Subdomain

This setting allows you to add a subdomain to emails sent from 25Live.

- i.e. *User.Name@SUBDOMAIN.school.edu*

Global From Email Address

Updates the "From" email address that is displayed when email is sent from 25Live.

- If this field is left blank, emails will be sent "From" the email address associated with the account that is sending the email.

Don't Forget to Save Your Selections

Use the **Save** button to save your choices. The **Cancel** button will remove unsaved changes.