Notification Email Addresses

Notification email addresses are used to send emails when certain actions occur. These include:

- New Order e-mail
- New Receipt e-mail
- New Contact e-mail
- New Account e-mail
- Availability/Quote Request e-mail

Step-by-step guide

To Set or Update System Email Event Notifications:

1. *Log in as an Administrator.*
2. *Navigate to **'Settings'** (/zSettings.aspx).*
3. *Click the **'Notifications'** tab.*
4. *Locate the required action type.*
5. *Enter the new email address.*
6. *Click the **'Update'** button.*

Related articles

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- User Impersonation
- User Logins & Registrations
- Website User Maintenance for Account Admins
- Website User Roles