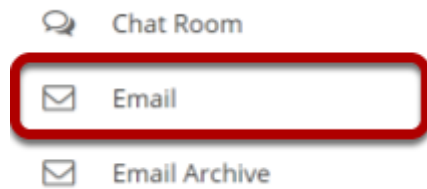


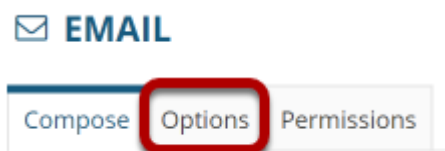
# How to I set the Email tool options for my site?

## Go to Email.



Select the **Email** tool from the Tool Menu of your site.

## Click the Options link.



## Select the default settings.

### Options

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You are currently choosing options for Email. Settings chosen on this page will become the default settings for this site.

**Copies:** ☒ Send me a copy  
☒ Add to Email Archive, visible to all site participants

**Show recipients:** ☐ Append list of recipients to message

**Reply-to:** ☒ Sender  
☐ Do not allow reply

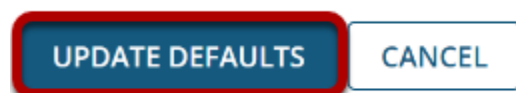
**Display invalid emails:** ☐ Yes  
☒ No

**Display empty recipient groups:** ☒ Yes  
☐ No

Choose the desired default settings by selecting the check boxes or radio buttons next to the options you want. These settings will become the default Email tool setting for the entire site.

For example, you may want to check the box for **Send me a copy** and **Add to Email Archive** so that they are selected by default. (Individual users may still choose to de-select these two options when sending a message.)

## Click Update Defaults.



Click the **Update Defaults** button to save your changes.