Email Settings

Enter 1 or more emails to receive copies of completed Webforms submissions.

- Add a recipient
- Email Settings Options
- Send confirmation emails to form submitters

> Copies of all submissions are stored by the CMS under the ?Results Options section

To add a recipient:

1. Enter the desired recipient's email into the **Address** space provided
2. Click **Add**
3. Scroll to the bottom of the next screen (accepting all defaults)
4. Click **Save**
5. Repeat for any additional recipients

Email Settings Options

- **Email to address**
  The desired recipient's address
- **Email subject**
  Text to appear in the Subject line of the email
  Default: "*Form submission from: Contact Us*"
- **Email from address**
  Reply address for the email
  Default: "*noreply@usm.maine.edu*"

  > NOTE: To avoid spam filters, using a non-default 'from address' will display in most email clients as the 'from address', but some may show the 'noreply@usm.maine.edu' address, instead. Unfortunately, there is no way to force email clients to behave one way or the other, but clicking reply in either case will use the proper custom from address. Most recipients will not notice, but to avoid any possible confusion, you may want to explicitly add the desired reply-to email address into the body of such confirmation emails, just to ensure that recipients always have a valid address to use.

- **Email from name**
  The human-friendly name that will appear beside the Email from address
  Default: "*USM Web CMS*"
  NOTE: To avoid spam filters, using a non-default 'from name' will display to recipients as "[CustomFromName] via USM Web CMS"
  (e.g., Bill Blais via USM Web CMS)
- **Email template**
  Format for displaying the content of the submitted form
  Default: All fields are displayed in the body of the email.

How to send confirmation emails to form submitters

1. Add an ?Email Component for the submitter's email address on the form
   NOTE: If this field is not made Mandatory, the submitter will not receive a confirmation if they leave the field blank
2. In the 'E-mails' subheading of the Webform, select the 'Component value' radio button and pick the email from Step 1
3. Click 'Add' and modify the relevant field defaults (subject, from address, name, etc, as above)
4. In the 'E-mail template' section at the bottom of the page
    a. Remove the "Submitted by user: %username" line
       NOTE: If left in, it will display "Submitted by anonymous user: [130.111.135.228]" because submitters are not logged in, which may confuse the recipient
    b. Leave the rest of the info as is to show all the fields and the submitter's selections
    c. Add any additional explanatory text as desired
5. Save

See Also:

- Webforms
- Webform Placeholder
- Form Settings
- Form Components
- Results Options