

Email Defaults

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

Getting to the General Settings

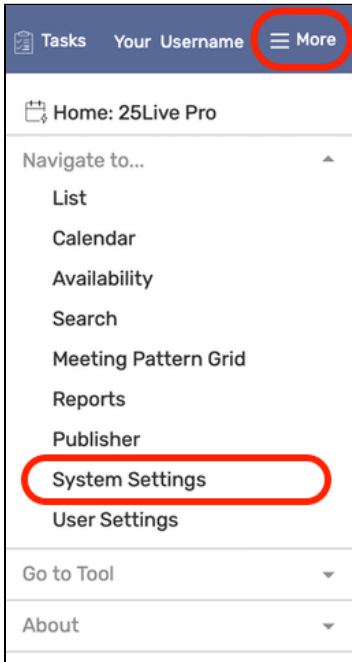


Image: The More menu location and Systems Settings link.

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.

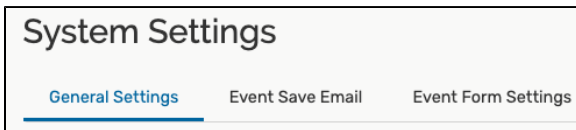


Image: The settings are in the General Settings section of the System Settings.

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

How to Customize Email Defaults

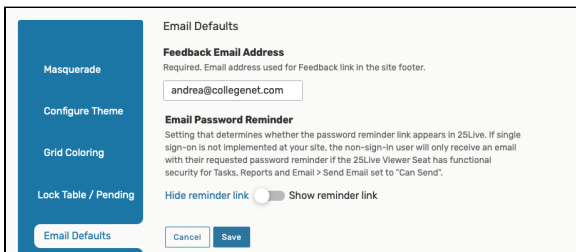


Image: Use these options to configure the experience across the application for all users.

1. Complete the Feedback Email Address

The email address accessed when users use the Feedback link in the **More** menu in 25Live Pro.

2. Select the Email Password Reminder Option



Related Topics

- [Working With System Settings](#)
- [Masquerading As Another User](#)
- [Configuring the Theme](#)
- [Adding Grid Coloring to Availability Views](#)
- [Removing Locks and Reservations in 25Live](#)
- [System Defaults](#)
- [User Defaults](#)
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- [Using the Top Navigation Bar](#)

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



Note: When Not Using SSO

If single sign-on is not implemented for your institution, the non-sign-in user will receive an email with their requested password reminder only if the 25Live Viewer Seat has functional security for "Basic 11.0 - Send Emails" in the [Series25 Group Administration tool](#).

3. Save Your Selections

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