



How to Change the Sender/Reply-To Email Address

Your email will be sent from the **Sender Email Address** you provide. It will appear as the “**Sent From**” address when your email is delivered to recipients. This is also the email address that recipients will “**Reply To**”. By default, your **Sender Email Address** is the email address you provided as your login when you set up your EasyContact account.

Adding a New Sender Email Address

- ➔ To add a new sender email address, click on the “Email Settings” link at the very top of the EasyContact application screen. In the “Sender and Reply-To Email Addresses” box on the page, click on **+Add** next to “Sender Email Address”.
- ➔ Then, type in the new sender email address in the “Sender Email Address” field in the box on the left side of the page.
- ➔ Click **Apply**. EasyContact will send a verification email to the new email address.
- ➔ To complete the Sender Email Address process, open the verification email in the inbox of the new email address and click the link in the email. This step must be completed in order to use this email as a Sender Email Address.

Viewing and Updating Sender Email Addresses

- ➔ At the very top of the EasyContact application screen, select the “Email Settings” link.
- ➔ The “Sender and Reply-To Email Addresses” box displays all sender email addresses that you have already set up. A verification email will be automatically sent to any new Sender Email Address when it is added after you click **Apply**.
- ➔ The “Status” column shows whether the email has been “Confirmed” (verified) or is “Pending” (has not yet been verified).

- To verify an email address, you have two choices:
 - To complete the verification, find the verification email in the inbox of that Sender Email Address. Open the email and click on the link in the email.
 - If you can't find the verification email in your inbox, then click on "Resend" (in the status column to the right of "Pending"). EasyContact will re-send a verification email to that address. To complete the verification, find the verification email in the inbox of that Sender Email Address. Open the email and then click on the link in the email.
- To add a Sender Email Address, click the **+Add** link next to "Sender Email Address" in the "Sender and Reply-To Email Addresses" box. Enter the new email address in the "Sender Email Address" field in the box on the left side of the screen, then click the **Apply** button.
- To complete the verification, find the verification email in the inbox of that Sender Email Address, open the email and then click on the link in the email.

NOTE: Sender Email Addresses need to be confirmed to verify your identity as the sender. Emails will not be sent from unconfirmed email addresses.