5.   Also on this page the default for
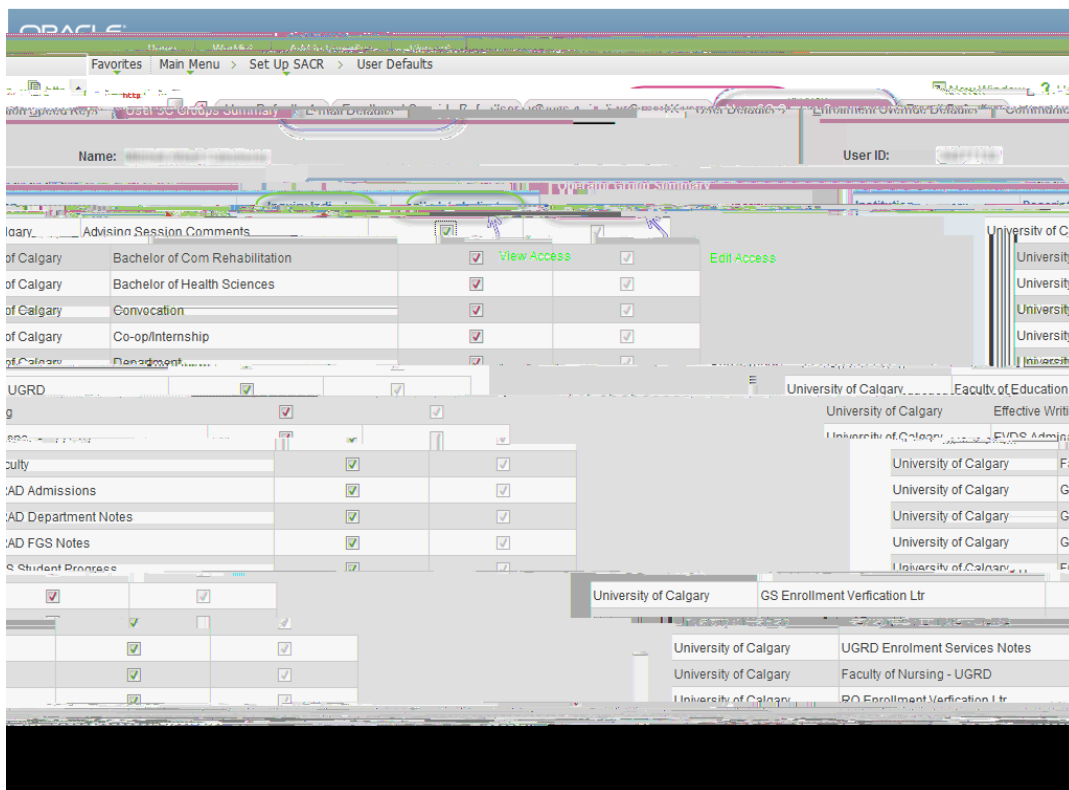
10. Click the **E-mail Defaults** tab. E-mail defaults would be used to enter a generic department email that will appear when correspondence is sent from within the system. Note: this is not associated with an external email client (e.g. Outlook). It is recommended a generic department email address be used rather than an individual email.

E-mail Defaults

End of Procedure