End-of-year prep—Disable emails

April 5th, 2021

If your library isn't open during the summer, you'll want to turn off email notifications so your patrons don't keep receiving messages.

Version 7

Go to the **Circulation Settings** tab in **Circulation Preferences** and uncheck **Enable Automatic Email Notifications**. Remember to turn this back on once school resumes.

If you have saved reports, you'll also need to follow these steps:

1. Check for saved reports by going to **Tools > Reports**. Make sure you have the **All Reports** category selected before clicking on the **Saved** tab. If you only need to check email notices to patrons, then click on the **Notices** subcategory within the **Circulation** category instead.
2. Scheduled reports will have a calendar icon to the right of the saved report's name. Check the **Options** tab of each one.
3. If the scheduled report shows a format of "Email" on the **Options** tab, then click on the **Schedule** tab, unlock 🔓 the page, and uncheck **Schedule Report**. Click **Save**.
4. Once saved, those scheduled emails will stop going out. Just be sure to remember which ones need to be turned back on later once school resumes.

> ✅ Learn more about email notices in Alexandria!

Version 6

Go to the **Circulation Settings** tab in **Circulation Preferences** and uncheck **Enable Automatic Email Notifications**. Remember to turn this back on once school resumes.

If you have saved reports, you'll also need to follow these steps:

1. In the **Reports** module, make sure you have the **All Reports** category selected before clicking on the **Saved** tab. If you only need to check email notices to patrons, then click on the **Notices** subcategory within the **Circulation** category instead.
2. Check the **Scheduled** column to see whether or not a report is scheduled.
3. Click on each scheduled report, unlock it with the padlock icon at the top of the window, and go to the **Schedule** tab.
4. Clear the **Run next on** field, change the **Repeat** dropdown to **Never**, and uncheck **Send Email Notification**.
5. Click **Save All** when you're done.
6. Once saved, those scheduled emails will stop going out. Just be sure to remember which ones need to be turned back on later once school resumes.

> ⚠️ You can only modify saved reports in the v6 installed client.

Before you go...

Feel free to contact our 24/7 Support team at 1-800-347-4942 or support@goalexandria.com if you need additional help or have questions. We wish you the best and hope you stay safe!

> ℹ️ Still on version 6? Learn about switching to Alexandria 7!
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