

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.
b. 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!



Still on version 6? [Learn about switching to Alexandria 7!](#)

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