

Using Automatic Email Notifications

Tip for: 09.22.14

Have you been thinking about setting up Automatic Email Notifications? Seize the moment!



Unknown macro: 'multiexcerpt-include-macro'

There are 4 simple steps to setting up email notifications that will sent automatically when a hold is placed, is available, or expires; when a reservation is placed or removed; when something is overdue; and when an item has been recalled.

To set up your email*:

- From **Edit** in the menu bar, or under **Tools** in web librarian, open **Administration**.
- Click on **Email**.
- Enter the Server Address.
- *You may need help from your IT person to set up and test the email server.
- Click on **Save**.
- From **Tools**, open **Site Management**.
- Fill in the **Email** field with the email address for your library.
- Click on **Save**.

To turn on email notifications:

- From **Edit** in the Menu bar, or under **Tools** in web librarian, open **Preferences**.
- Go to **Circulation** in the **Management** category.
- Click on the **Circulation Settings** tab.
- Check the box **Enable Automatic Email Notifications**.
- Click on **Save**.

To customize email notification letter text:

- From **Edit** in the **Menu** bar, or under **Tools** in web librarian, open **Preferences**.
- Go to **Circulation** in the **Management** category.
- Click on the **Letters** tab.
- Make your changes, then click on **Save**.

For any of this to work, your patrons must have valid email addresses in their patron records.

To add patron emails:

- Open **Patron Management**.
- Go to the **Contact Info** tab, or the **Personal Info** tab in web librarian.
- Enter addresses in the **Email** field.

Or patrons can add their own emails:

- Open **Researcher**.
- Log in.
- Click your name.
- Click on **Change Contact Info**.
- Enter your password and click **Continue**.

- Enter your **Email Address**.
- Click on **Save**.