Edit default emails

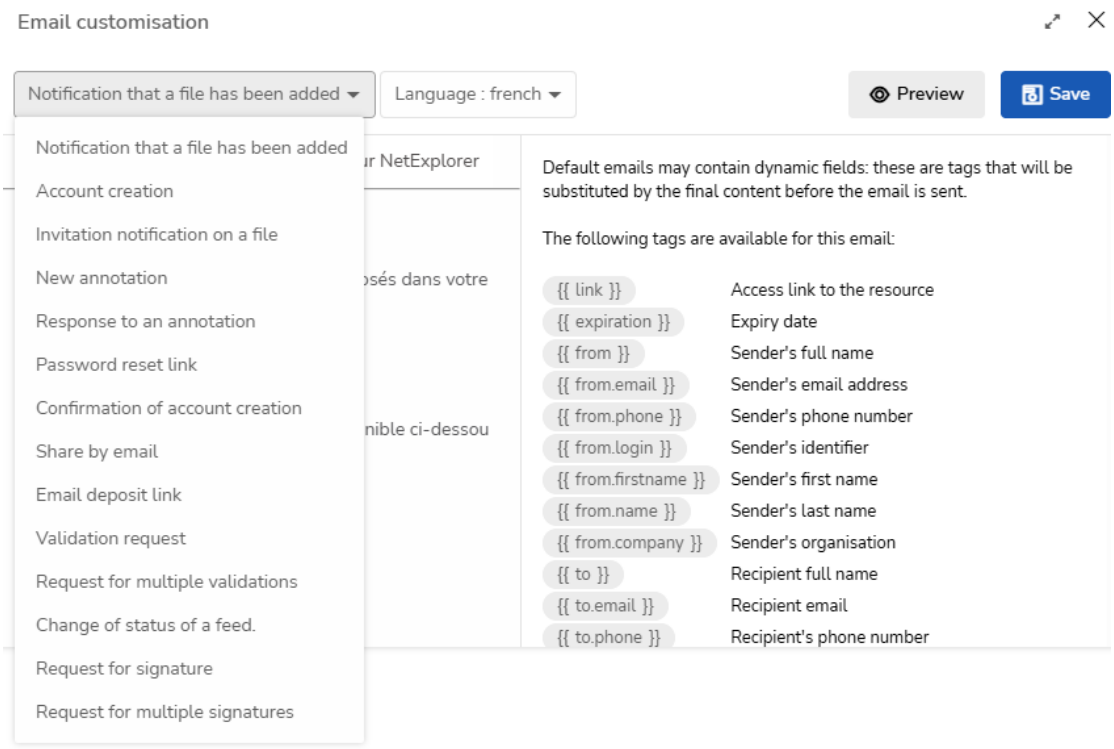
Guilhem VERGON - 2025-09-15 - Mangae your platform

Here is how you can edit default emails.

Edit default emails

- Login with an administrator account, then go to admin panel , section Configuration/Emails,
- At the end of the first line, click on "Customise".

You will get here :

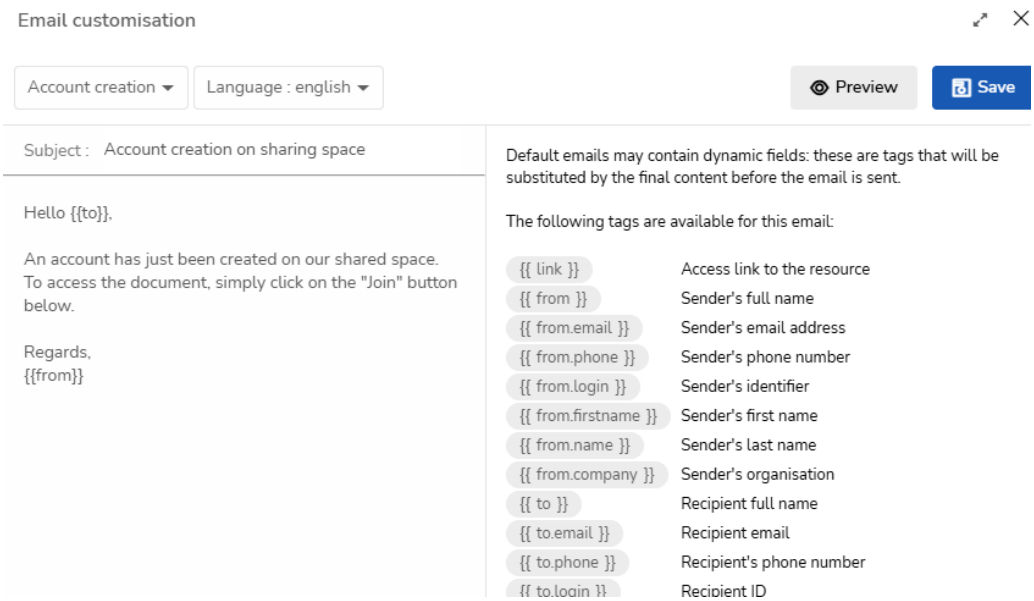


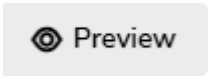
Here you can see the list of default emails you can manage, it is important to know that for every language, you will be able to edit the default content. By the way, eevery customizationpour will work for the language it is setup for.

In other words, if you want to customize emails in different languages, you will have to edit each one of them.

Edite default emails

- Select an email you want to edit,
- From the left part, you will be able to edit text



- There is a tag list on the right that you can user for cutsomization. Just setup pointer on your text then click on a tag to instantly add it where your pointer was previously set.
- Once you're done, click on 

to get a view of what will be sent.
- Don't forget to save changes before leaving

Notes

Please note that the only editable part is the grey one that you can see during preview, as shown below :

Email preview

File-sharing space NetExplorer

Creation of your access to the sharing space

Hello Guilhem VERGON,

An account has just been created on our shared space.
To access the document, simply click on the "Join" button below.

Regards,
Vanessa MOLINIER