

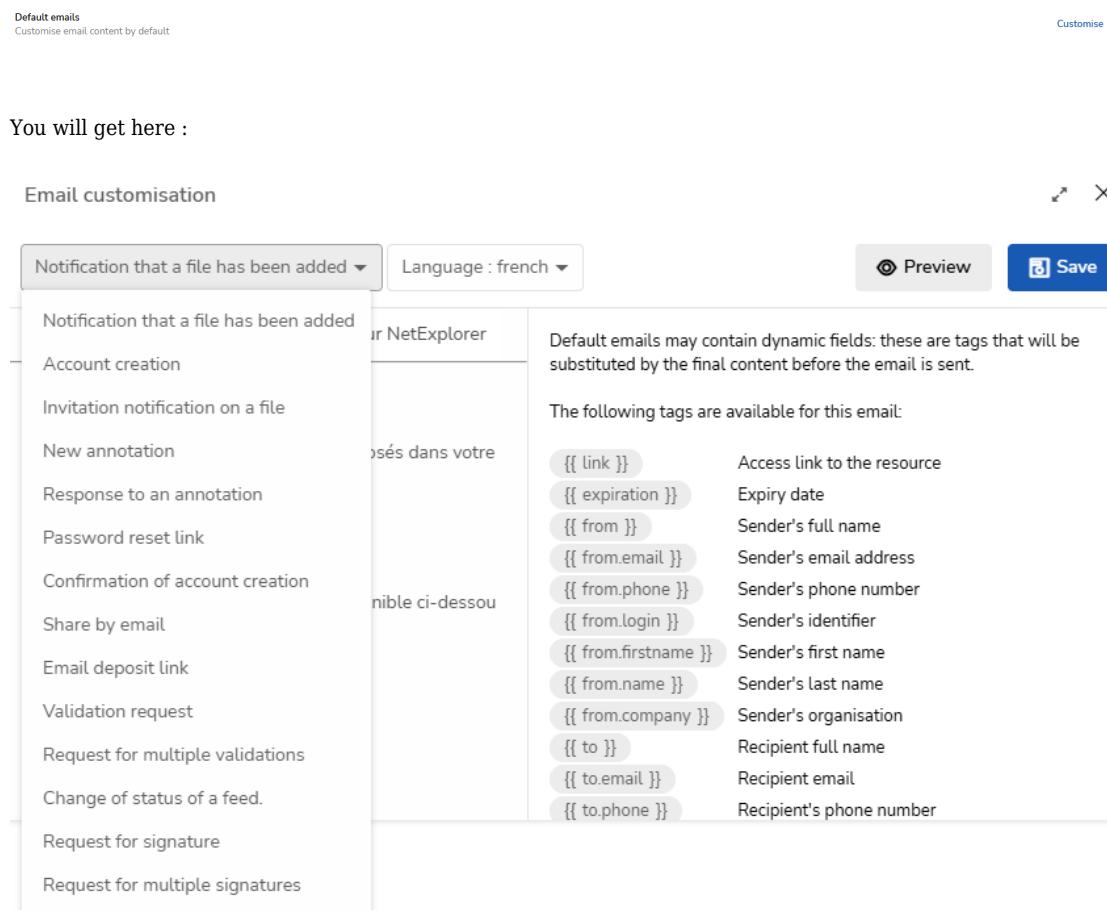
Edit default emails

Guilhem VERGON - 2025-09-15 - [Manage 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".



Default emails
Customise email content by default

Customise

Preview Save

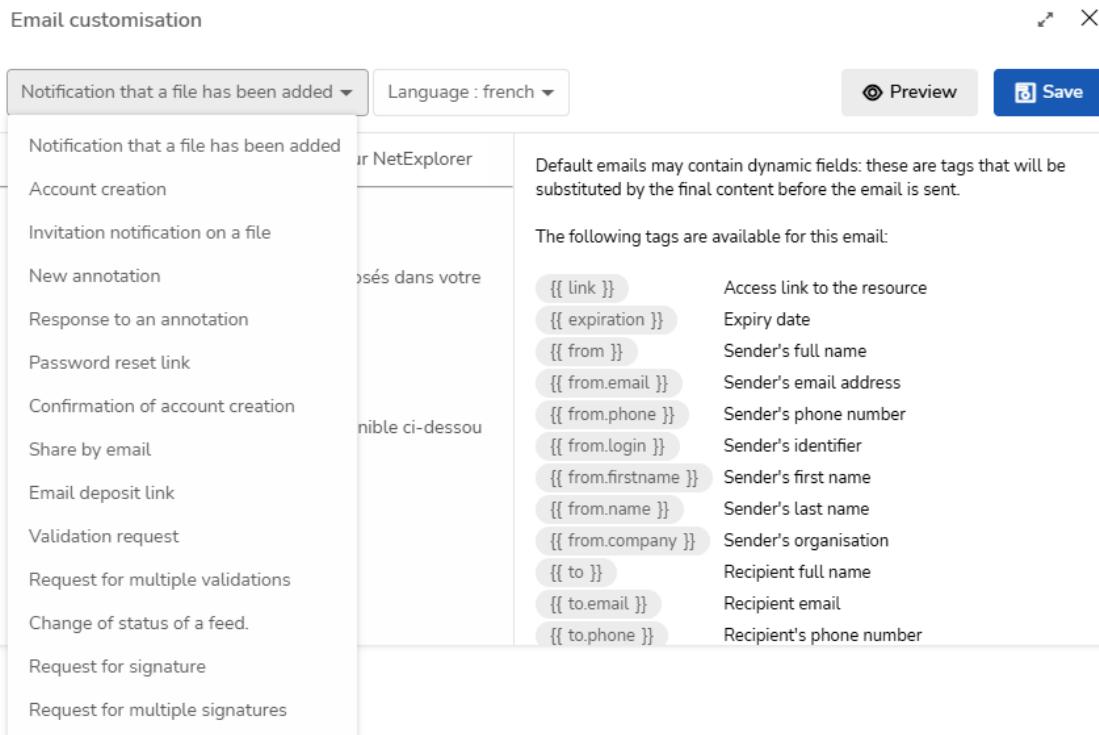
Notification that a file has been added	Language : french
Notification that a file has been added	ur NetExplorer
Account creation	
Invitation notification on a file	
New annotation	posés dans votre
Response to an annotation	
Password reset link	
Confirmation of account creation	nible ci-dessous
Share by email	
Email deposit link	
Validation request	
Request for multiple validations	
Change of status of a feed.	
Request for signature	
Request for multiple signatures	

Default emails may contain dynamic fields: these are tags that will be substituted by the final content before the email is sent.

The following tags are available for this email:

{{ link }}	Access link to the resource
{{ expiration }}	Expiry date
{{ from }}	Sender's full name
{{ from.email }}	Sender's email address
{{ from.phone }}	Sender's phone number
{{ from.login }}	Sender's identifier
{{ from.firstname }}	Sender's first name
{{ from.name }}	Sender's last name
{{ from.company }}	Sender's organisation
{{ to }}	Recipient full name
{{ to.email }}	Recipient email
{{ to.phone }}	Recipient's phone number

You will get here :



Email customisation

Notification that a file has been added

Language : french

Preview Save

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{{ from.login }}	Sender's identifier
{{ from.firstname }}	Sender's first name
{{ from.name }}	Sender's last name
{{ from.company }}	Sender's organisation
{{ to }}	Recipient full name
{{ to.email }}	Recipient email
{{ to.phone }}	Recipient's phone number

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, every customization 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.

Edit default emails

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

Email customisation



Account creation ▾

Language : english ▾

Preview

Save

Subject : Account creation on sharing space

Hello {{to}},

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

Regards,
{{from}}

Default emails may contain dynamic fields: these are tags that will be substituted by the final content before the email is sent.

The following tags are available for this email:

{{ link }}	Access link to the resource
{{ from }}	Sender's full name
{{ from.email }}	Sender's email address
{{ from.phone }}	Sender's phone number
{{ from.login }}	Sender's identifier
{{ from.firstname }}	Sender's first name
{{ from.name }}	Sender's last name
{{ from.company }}	Sender's organisation
{{ to }}	Recipient full name
{{ to.email }}	Recipient email
{{ to.phone }}	Recipient's phone number
{{ to.login }}	Recipient ID

- There is a tag list on the right that you can use for customization. Just setup pointer on your text then click on a tag to instantly add it where your pointer was previously set.

Preview

- Once you're done, click on

Save

- 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 :



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