

## Edit default emails

Guilhem VERGON - 2025-09-03 - [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".

**Default emails**  
Customise email content by default

[Customise](#)

You will get here :

Email customisation

Notification that a file has been added ▾ Language : french ▾ Preview Save

Notification that a file has been added

Account creation

Invitation notification on a file

New annotation

Response to an annotation

Password reset link

Confirmation of account creation

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

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.

### Edite 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.

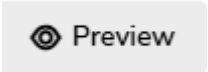
Regards, {{from}}


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

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- There is a tag list on the right that you can use for customization. Just set up 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 :



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