

Edit default emails

Guilhem VERGON - 2025-06-16 - Configuration and administrator monitoring

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

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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 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 Preview to get a view of what will be sent.

- Don't forget to save changes before leaving Save

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