

Edit default emails

Guilhem VERGON - 2025-08-11 - 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	Default emails may contain dynamic fields: these are tags that will be substituted by the final content before the email is sent.
Account creation	The following tags are available for this email:
Invitation notification on a file	Access link to the resource
New annotation	Expiry date
Response to an annotation	Sender's full name
Password reset link	Sender's email address
Confirmation of account creation	Sender's phone number
Share by email	Sender's identifier
Email deposit link	Sender's first name
Validation request	Sender's last name
Request for multiple validations	Sender's organisation
Change of status of a feed.	Recipient full name
Request for signature	Recipient email
Request for multiple signatures	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:

- Access link to the resource
- Sender's full name
- Sender's email address
- Sender's phone number
- Sender's identifier
- Sender's first name
- Sender's last name
- Sender's organisation
- Recipient full name
- Recipient email
- Recipient's phone number
- Recioient ID

- There is a tag list on the right that you can use 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 :



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