

## How to Edit Your Reply to Email Address and Name

In this video, we will discuss How to Edit Your Account Reply to Email Address and Email Send Name.

Your Account Reply to Email Address is the default email address used when an administrator sends out an email message. The Email Send Name identifies either your organization or administrator.

When sending an email alert, you have the option to select the Account Reply to Email Address or your own email address listed in your dashboard. The email address that we are editing today is the Account Email Address.

Your account's default Reply to Email Address and Email Send Name are located in the Account Details Screen.

To update your default Reply to Email Address and Send Name, hover over the Account Tab and then select the Account Details option from the drop-down menu.

Next click the 'Edit Account Details' button at the bottom of the screen.

Then locate the Reply to Email and the Email Send Name boxes and update your information.

Finally, click the update button at the bottom of the screen to save.

Thanks for watching! If you have more questions, please feel free to contact our Customer Success Team at [support@highgroundsolutions.com](mailto:support@highgroundsolutions.com).