

# Setting the FROM: Email Address

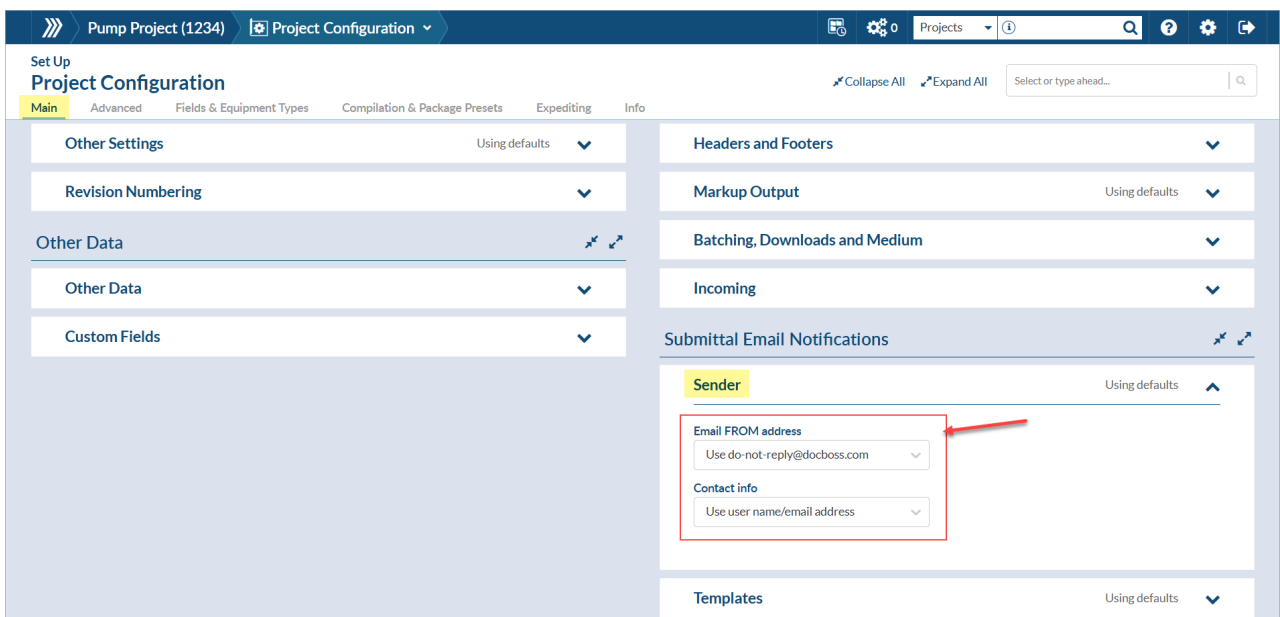
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When you send a submittal notification from DocBoss, we allow you to set the FROM email address. Your options are:

- Do-Not-Reply@docboss.com
- User Email Address (the user that is managing the project). Note you must have SPF and DKIM entries on your domain - [see here for instructions](#)
- Outbound Generic Email Address

## How to set your FROM: email address for email notifications

You can manage the from email address that is used on each project. To do this, navigate to "Main" tab of the **Project Configuration** page (Project Menu > Set Up > Project Configuration). Under the "Submittal Email Notifications" section, expand the "Sender" drop-down and adjust the settings as needed.



The screenshot shows the 'Project Configuration' page for 'Pump Project (1234)'. The 'Main' tab is selected. On the right side, under 'Submittal Email Notifications', the 'Sender' section is expanded. A red box highlights the 'Email FROM address' and 'Contact info' dropdowns. A red arrow points to the 'Email FROM address' dropdown, which currently shows 'Use do-not-reply@docboss.com'. The 'Contact info' dropdown shows 'Use user name/email address'.

The drop-down allows you to select which From: email and/or contact info you would like to use for your outbound email notifications. (the generic email is only available if you set it up at Admin level)

If you use a different FROM address (other than do-not-reply@docboss.com) please ensure your IT Department has modified your corporate SPF. (See [below](#))

## Creating the Outbound Generic Email address

The Admin tab is the only place where the generic address can be configured. An example of this would be doccontrol@mydomain.com

To do this, navigate to **System Menu > Admin > General**. Expand the "Submittals" drop-down and add/edit the outbound generic email address/name as needed.

The screenshot shows the 'Admin General' settings page. On the left is a sidebar with categories: Role Names & Abbreviations, Customization, Screen Specific Settings, Customer/Sub-Supplier Portal Logo, and Labels. The main area is titled 'Project Settings' and contains several sub-sections: General, Equipment, Document Codes & Cards, and Submittals (which is highlighted in yellow). The 'Submittals' section contains the following fields:

- Outbound generic email address** (highlighted with a red box and a red arrow pointing to it)
- Outbound generic email name** (highlighted with a red box)
- Link expiration period (working days) \*** (value: 7)
- Download grace period (working days) \*** (value: 5)
- Incoming bulk match delimiter \*** (value: ~)

At the bottom of the 'Submittals' section, there is a partially visible 'Stages' section.

## NOTE: When using an email address from your domain

If you use a different FROM address (other than do-not-reply@docboss.com) please ensure your IT Department has properly set up your corporate SPF and DKIM records.

[Instructions for SPF and DKIM are included in this article - click to view](#)