

Setting the FROM: Email Address

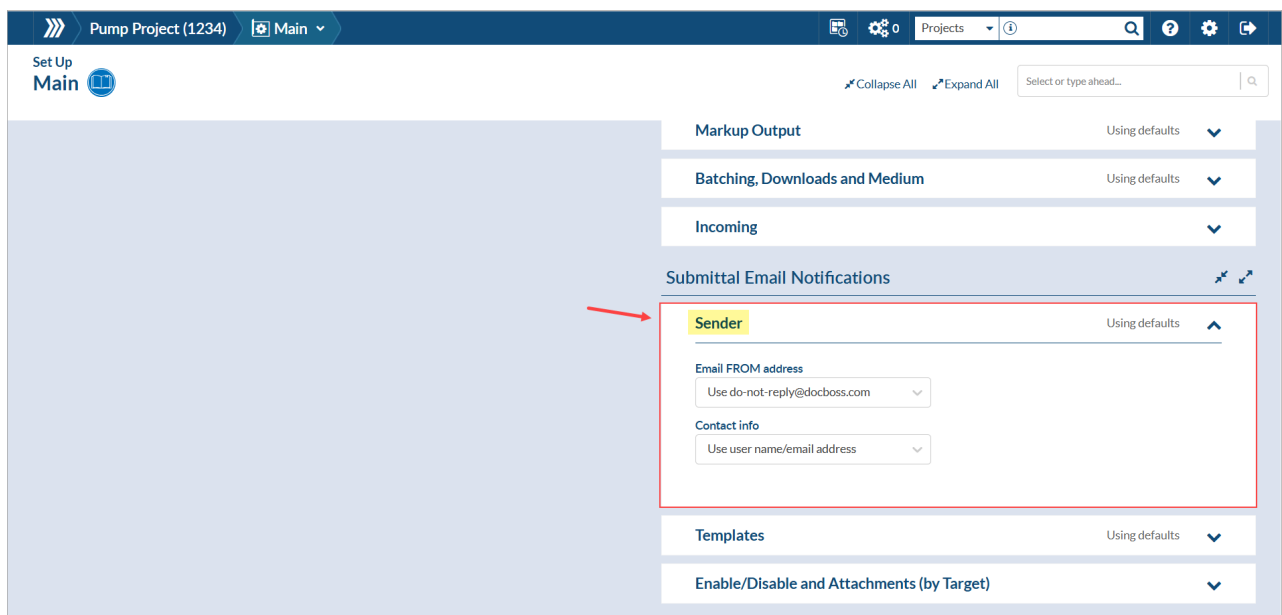
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When you send a submittal notification from DocBoss, we allow you to set the FROM email address. Your options are:

- 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 Project Menu > Set Up > Main. Under the "Submittal Email Notifications" section, open the "Sender" drop-down and adjust the settings as needed.



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. Open the "Submittals Options" drop-down and add/edit the outbound generic email address/name as needed.

The screenshot shows the 'Admin General' settings page. The 'Submittals Options' section is highlighted in yellow. Within this section, the 'Outbound generic email address' field is highlighted with a red box, and a red arrow points to it. Below this field is the 'Outbound generic email name' field. Further down are the 'Email FROM address settings' (set to 'Use do-not-reply@docboss.com') and 'Contact info' (set to 'Use user name/email address') sections. At the bottom, there is an 'Attachments size limit (Mb)' field with a red asterisk indicating a required field.

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](#)