Unite Education Program v7.2
Job Aid: 5751

Add an Email Address to the Email Sender Address Field

When you send an email from Unite, you must select the **From** email address to indicate the sender. You also have an option to select a **Reply To** email address. For an email address to be available for either selection, you must add the address as a lookup value for the **Email Address Sender** field. Once an email address is added as a lookup value for the **Email Address Sender** field, you cannot delete the email address. However, you can deactivate the address so that it is no longer available for selection.

To add an email address to the Email Sender Address field

1. Open a browser and log on to Unite.

2. Click and expand your username to display the system configuration menu.

3. Click **Global Settings**.

4. Click the *Fields* tab.

5. Verify you are on the *Fields* grid.

6. In the **Field Name** column, click **Email Sender Address**.

Note

   You may need to sort, filter, or increase the items per page to see all records in the grid.

7. Click + Create New Lookup Value .

8. In the **Field Value** text box, enter the email address you want to add.

> **Note**
>
> The email address must contain a domain authenticated by LSAC (for example, joesmith@lawschool.edu). Otherwise, Unite will not be able to deliver email messages that have this **From** email address.

9. In the **Display Name** text box, enter the name you want Unite to display to users who receive email messages that have the **From** or **Reply To** email address.

> **Note**
>
> If the address is for an individual, enter last name, first name (for example, Smith, Joe). If the address is generic, enter a title.

10. Click **Add** .

11. Click **Save** .

Related resources

*   5186 – Send an Email Message