

Setting Up Global Email Settings for Divisions

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To set up Global Emails Settings by Division, you have to be the Master Admin User or a Designated Admin. If you have these designations, the Global Email Settings may be accessed by selecting the Wolters Kluwer Logo, selecting Administrative Tasks> Portal/Workflow> Global Email Settings.

Once on the "Global Email Settings" screen, if divisions are enabled, there will be a drop-down list for 'Select Divisions' to select the division to be updated.

Note: There will be a check box for the guest divisions to 'Use default division' that will be automatically checked. After the division has been selected, follow the steps in the article 'Setting Up Global Email Settings'.

[Home](#) > Global Email Settings

Global Email Settings **Select Division:** **DEFAULT**

- Southern Division
- Eastern Division
- Western Division
- Northern Division

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Email/Server Settings Select

[Home](#) > Global Email Settings

Global Email Settings **Select Division:** Eastern Division Use default division

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Email/Server Settings Select an Email to Edit