



Email Preferences

Email Preferences define end user's ability to change their email address and the associated email notifications when emails are changed. A great deal of Cornerstone workflow is triggered by email functionality. By defining who has the ability to change users emails and where the notification of such changes are to be sent, administrators ensure the appropriate levels of email security and flexibility for their organization. If these requirements vary at different organizational levels, Cornerstone gives you the ability to define email preferences specific to any organizational unit.

To manage Email Preferences, go to [Admin > Tools > Core Functions > Core Preferences > Email](#).

Permissions

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Email Preferences - Manage	Grants ability to manage Email Preferences, which includes defining end users' ability to change their email address and the associated email notifications when emails are changed. This is an administrator permission.	Core Administration

Techwriter

Email Preferences

- ☒ Allow user to change email address
- ☐ Send email notification to old email address after address has changed
- ☐ Send email notification to new email address after address has changed

☐ Overwrite custom settings previously saved for child Divisions. (If unchecked, the preferences will still be applied to any child Divisions that are either new or currently inherit the parent settings.)

Cancel

Submit

Allow User to Change Email Address

When this option is selected, users have the option to change their email address via My Account. [See My Account](#).

Send Email Notification to Old Email Address After Address Has Changed

When this option is selected, if a user changes their email address via My Account, the system generates an automatic email to the user's old email address, notifying the user that their email address has been changed. [See My Account](#).

Send Email Notification to New Email Address After Address Has Changed

When this option is selected, if a user changes their email address via My Account, the system generates an automatic email to the user's new email address, notifying the user that their email address has been changed. [See My Account](#).

Overwrite Settings

Select this option to overwrite custom settings for child division OUs. If you overwrite custom settings for child division OUs, the selected settings are applied to both new and existing child OUs. Any previously customized child OUs are updated with the selected settings.

Printable Guides

What's New

Analytics

Content Studio

Cornerstone Content

Cornerstone HR

Edge/Infrastructure/Tools

General Features (Core)

Capabilities and Skills Profile

Copy Down Tool

Custom Fields

Email Administration

Email Preferences

Email Digest

Marketing Emails

System Email Administration

Galaxy Unified Navigation

Cornerstone Gen-AI - Assist Tool (Open Beta)

General Minimum Requirements

Groups

Integrations for Core/General

Language and Translations

Login and Welcome Page

Mobile

My Account

Organizational Units

Partner Access Administration

Preferences for General/Core

Search

Security Health Check Tool