# Lab: Configuring advanced settings & Administrator contact form

### **Configuring advanced settings**

Jira has a small number of commonly edited advanced configuration options, which are stored in the Jira database. These options can be accessed and edited from the Advanced Settings page. You must be a Jira System Administrator to do this.

#### **Editing Jira's advanced settings**

To access and edit options on the 'Advanced Settings' page:

- 1. From the top navigation bar select **Administration** > **System**.
- 2. Click the **Advanced Settings** button on the 'General Configuration' page.
- 3. Edit the value of a Key by clicking its value on the right of the page and modifying the existing value.

## Configuring the administrator contact form

The administrator contact form allows a user to send a message to the administrators of their Jira site by clicking the 'Contact Administrators' link. For example, the link appears on Login panels and pages.

#### Customizing the administrator contact message

You can customize the message that is presented to the user on the 'Contact Administrators Form'.

To edit the administrator contact message:

- 1. Choose the **Administration** > **System** .
- 2. Choose General Configuration.
- 3. Click Edit Settings.
- 4. Scroll down to the **Contact Administrators Form** and set it to ON.

**NOTE:** You will need to configure a mail server first to enable this feature. If you don't have email server, you can skip these steps.

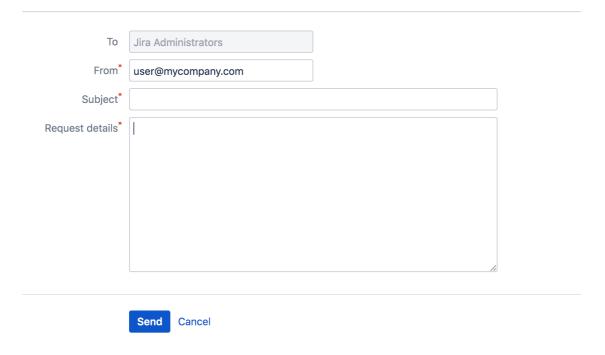
- 5. Enter your text in the **Contact Administrators Message** box. If you need markup assistance, click the ? under the box.
- 6. Click Update.

If users send a message with the contact form it will reach all admins in the Jira admin group.

## The Default Administrator Contact Message

By default, the contact administrators message looks the following:

## **Contact Site Administrators**



To restore the message to its default simply remove the custom message you entered so that the Contact Administrators Message field is empty.

## **Disabling the Contact Administrators Form**

To enable or disable the administrator contact form:

- 1. Choose the **Administration** > **System**.
- 2. Choose **General Configuration**.
- 3. Click Edit Settings.
- 4. Scroll down to the **Contact Administrators Form** and set it to OFF.
- 5. Click **Update**.