

Users can be notified about new messages received through the **Messages** application by means of notification emails. The emails are based on the **Messaging - Notification email** [email template](#).

For this to work, you need to enter the target email address into a special field in the user settings. This can be done in one of the following locations:

- On the live site, via the **My profile** web part -> **Personal settings** -> **Messaging notification email** field.
- Users with access to the system's administration interface can enter the email address into the **My desk** -> **My profile** -> **Messaging notification email** field.
- Users with the Global administrator [privilege level](#) can enter the notification email address for each user into **Users** -> **Edit () user** -> **Settings** -> **Messaging notification email** field.

When the email address is entered into the field, a notification email is sent to the address whenever the user receives a new message. This does not apply to messages received from users in the recipient's **Ignore list**.



Your instance of Kentico must be configured to use an SMTP server in order for emails to be sent, as described in [Configuring SMTP servers](#).

Macros in the messaging email template

In the text of the **Messaging - Notification email** template, you can access the following specific objects and their properties (e.g. `{% Sender.UserName %}`) using context macros to include dynamic values:

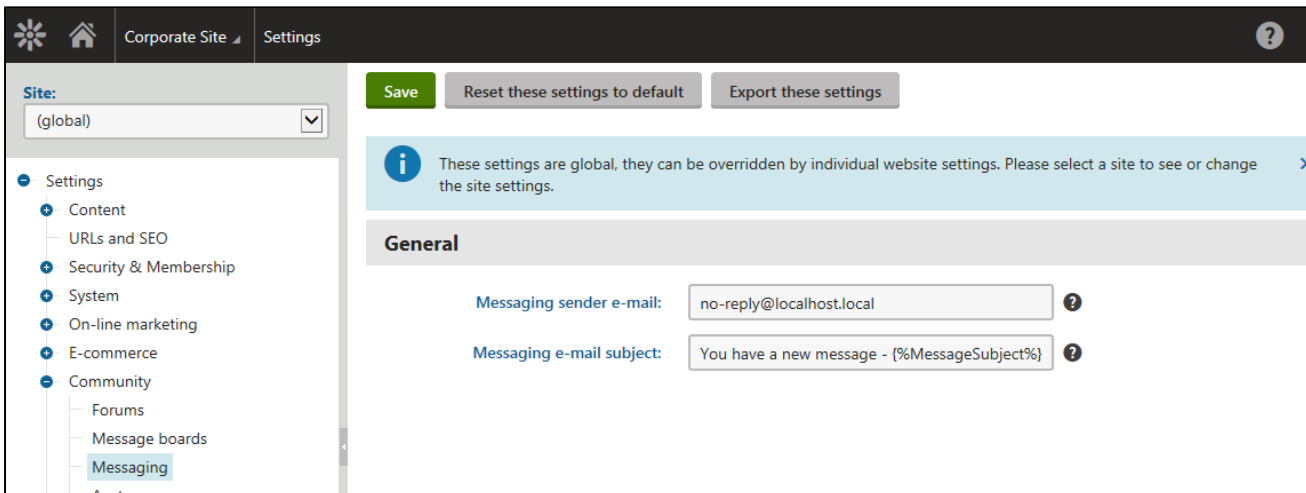
- **{% Sender %}** - *UserInfo* object of the message sender.
- **{% Recipient %}** - *UserInfo* object of the message recipient.
- **{% Message %}** - *MessageInfo* object of the message.

Besides these special ones, you can also use all other standard macro expressions in the templates. See [Macro expressions](#) for more information about macro expressions in Kentico.

Related settings

In **Settings** -> **Community** -> **Messaging**, you can find the following settings related to the notification emails:

- **Messaging sender email** - email address that is used as the sender address (*From* field) of the notification emails.
- **Messaging email subject** - entered text is used as content of the *Subject* field of notification emails.



The screenshot shows the Kentico administration interface. The top navigation bar includes icons for a site, home, and settings, along with the text 'Corporate Site' and 'Settings'. Below this, there's a 'Site:' dropdown menu set to '(global)'. A sidebar on the left lists various settings categories: Content, URLs and SEO, Security & Membership, System, On-line marketing, E-commerce, and Community. Under 'Community', 'Forums', 'Message boards', 'Messaging' (which is highlighted), and 'Avatars' are listed. The main content area shows the 'Messaging' settings for the 'General' tab. At the top of this section are three buttons: 'Save' (green), 'Reset these settings to default' (grey), and 'Export these settings' (grey). Below these is an information message: 'These settings are global, they can be overridden by individual website settings. Please select a site to see or change the site settings.' The settings themselves are: 'Messaging sender e-mail:' with a text input field containing 'no-reply@localhost.local' and a help icon; and 'Messaging e-mail subject:' with a text input field containing 'You have a new message - {%MessageSubject%}' and a help icon.