

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:

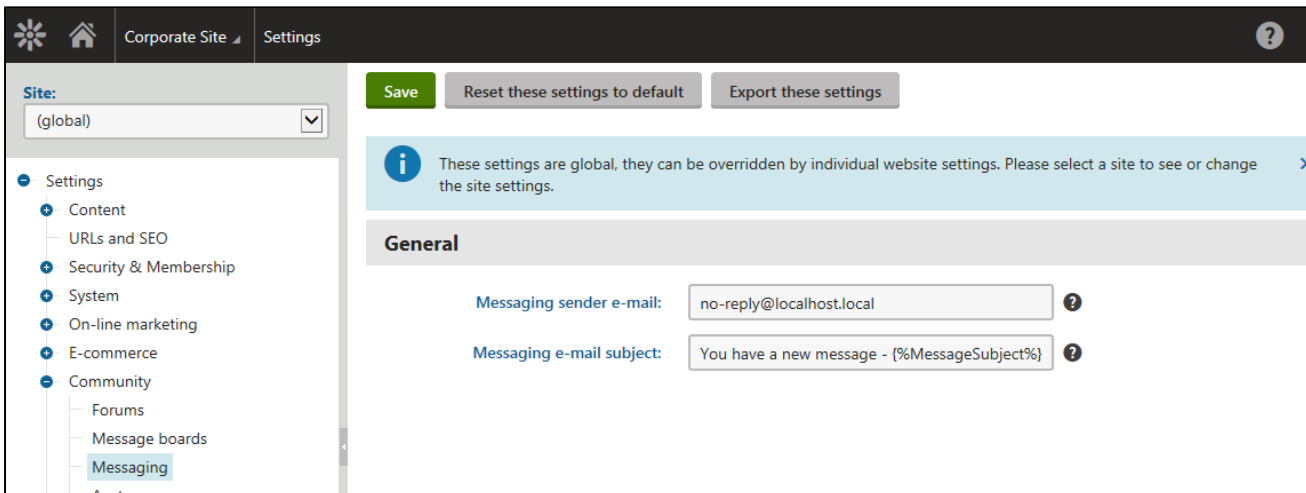
- **{% Sender %}** - *UserInfo* object of the message sender.
- **{% Recipient %}** - *UserInfo* object of the message recipient.
- **{% Message %}** - *MessageInfo* object of the message.

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 the navigation bar, there are three buttons: 'Save' (green), 'Reset these settings to default' (grey), and 'Export these settings' (grey). A blue information banner states: 'These settings are global, they can be overridden by individual website settings. Please select a site to see or change the site settings.' The left sidebar shows a tree view of settings categories: Settings, Content, URLs and SEO, Security & Membership, System, On-line marketing, E-commerce, and Community. Under 'Community', there are sub-items: Forums, Message boards, and Messaging (which is highlighted). The main content area is titled 'General' and contains two settings: '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.