

Configuring your From and Reply Email Address Settings

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Overview

This article will show you how to change your organizations **From** and **Reply** address within the committee record. This requires that you have access to **System Manager**, and that you use an email registered to your domain (i.e. *info@yourdomain.org*)

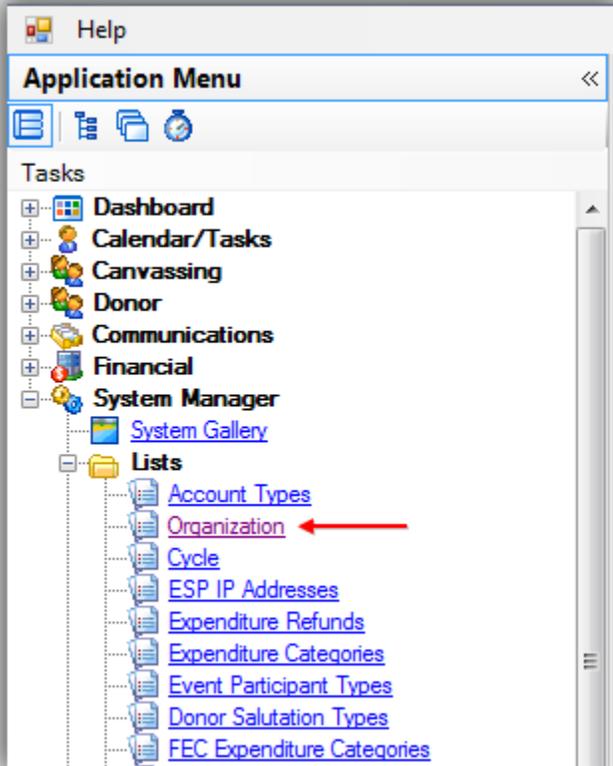
**In this example I used a nonprofit database, the steps are virtually the same but the terminology is slightly different than the political/PAC database.*

Steps

Follow **Application Menu > System Manager > Lists > Organization** (*nonprofit*) or **Committee** (*political*)

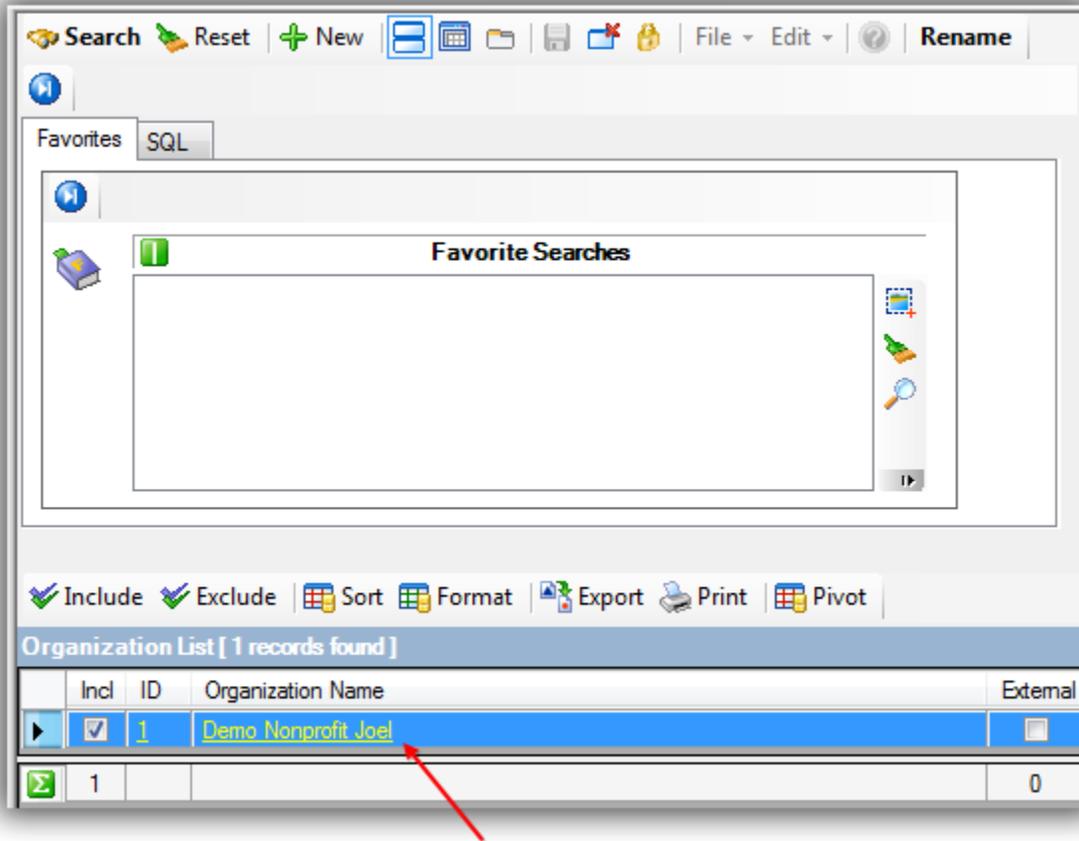
KNOWLEDGE BASE www.trailblz.com/kb

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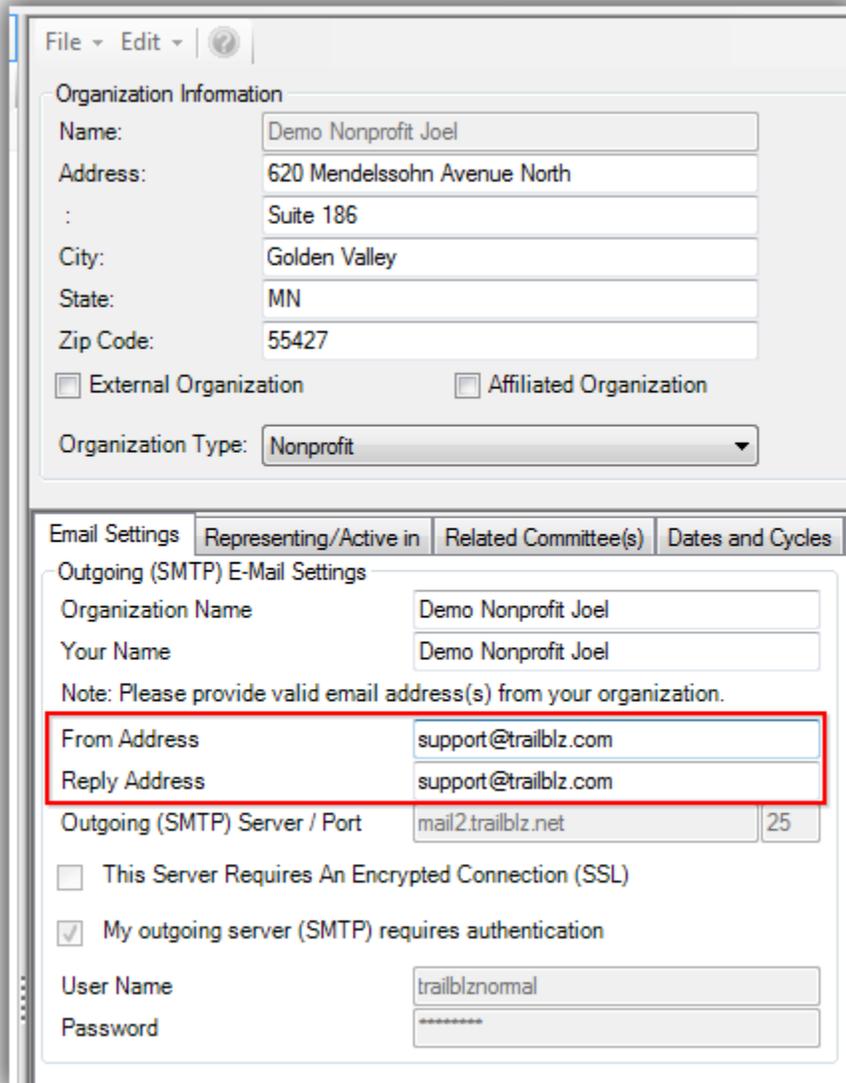
Open your organization or committee record from the list. *In this example I opened "Demo Nonprofit Joel".*

Configuring your From and Reply Email Address Settings



From the **Email Settings** tab you can change your organizations from and reply address.

Configuring your From and Reply Email Address Settings



File ▾ Edit ▾ | ?

Organization Information

Name: Demo Nonprofit Joel
Address: 620 Mendelssohn Avenue North
Suite 186
City: Golden Valley
State: MN
Zip Code: 55427

External Organization Affiliated Organization

Organization Type: Nonprofit ▾

Email Settings Representing/Active in Related Committee(s) Dates and Cycles

Outgoing (SMTP) E-Mail Settings

Organization Name: Demo Nonprofit Joel
Your Name: Demo Nonprofit Joel

Note: Please provide valid email address(s) from your organization.

From Address: support@trailblz.com
Reply Address: support@trailblz.com

Outgoing (SMTP) Server / Port: mail2.trailblz.net 25

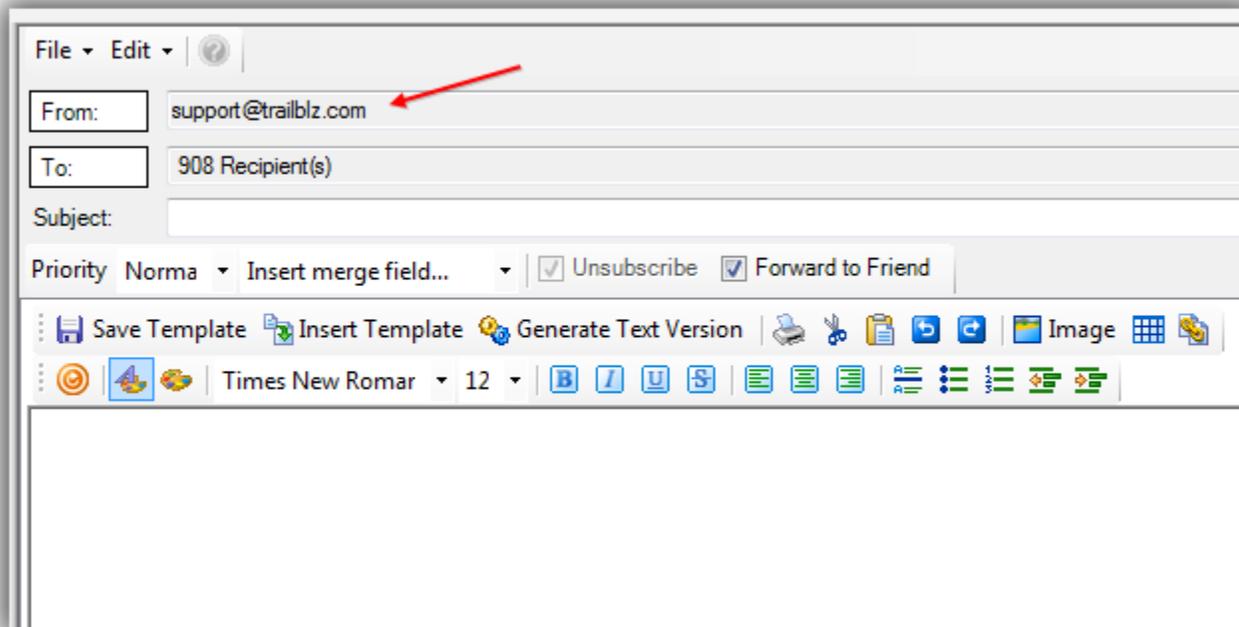
This Server Requires An Encrypted Connection (SSL)

My outgoing server (SMTP) requires authentication

User Name: trailblznormal
Password: *****

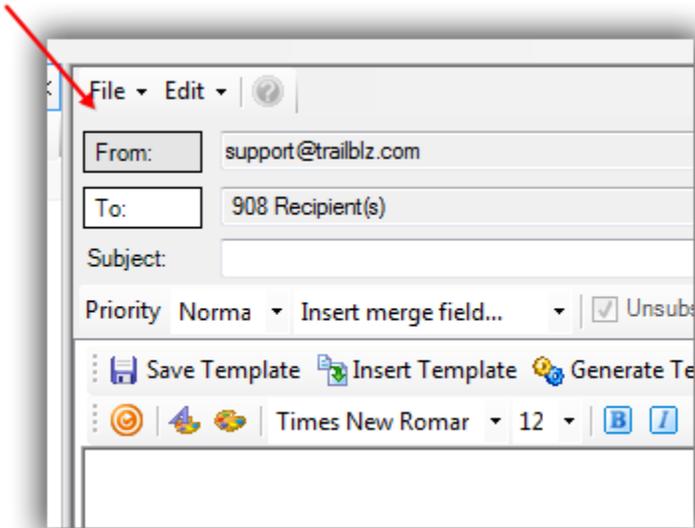
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When you send out your email campaigns the From address will now reflect this change:

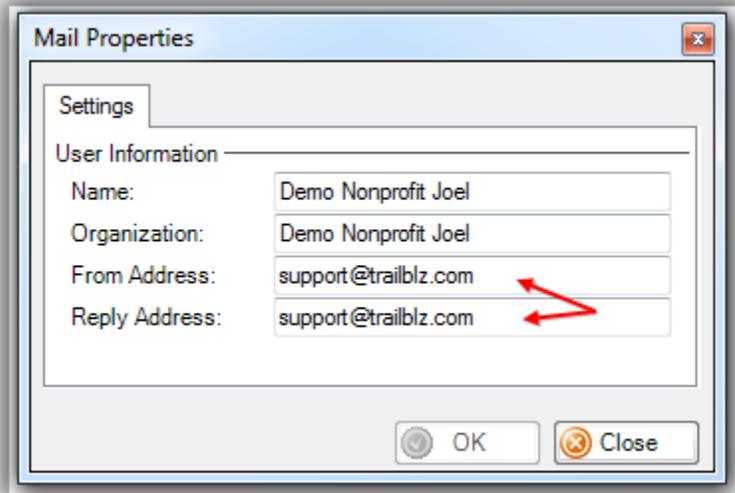


You also have the option to change this on the fly by clicking the **[From]** button within the email composer. Here you can quickly change the organizations name where the email is coming from, the From and Reply address, but it will only keep these settings for the particular campaign.

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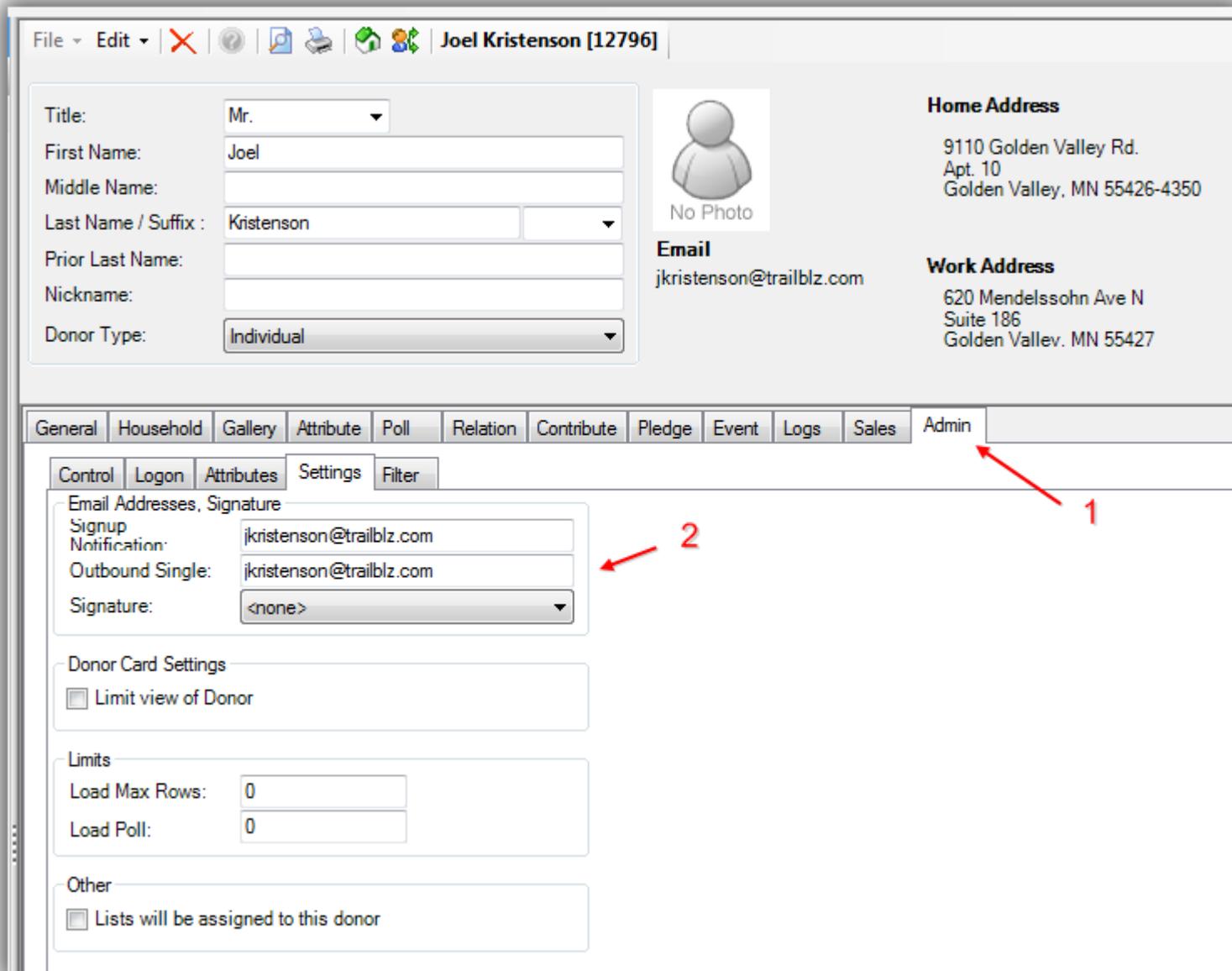


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For individual emails the From/Reply is derived from the **Admin** tab within that user's record. The field is called **Outbound Single**, if this field is left blank it will pull from whatever that user has set as their **Primary** email under the **General** tab.

Configuring your From and Reply Email Address Settings



File Edit [X] [Refresh] [Print] [Home] [Help] Joel Kristenson [12796]

Title: Mr. [v]
First Name: Joel
Middle Name: []
Last Name / Suffix: Kristenson [v]
Prior Last Name: []
Nickname: []
Donor Type: Individual [v]

 No Photo

Home Address
9110 Golden Valley Rd.
Apt. 10
Golden Valley, MN 55426-4350

Email
jkristenson@trailblz.com

Work Address
620 Mendelssohn Ave N
Suite 186
Golden Vallev. MN 55427

General Household Gallery Attribute Poll Relation Contribute Pledge Event Logs Sales **Admin**

Control Logon Attributes **Settings** Filter

Email Addresses, Signature

Signup Notification: jkristenson@trailblz.com [v] ← 2
Outbound Single: jkristenson@trailblz.com [v]
Signature: <none> [v]

Donor Card Settings

Limit view of Donor

Limits

Load Max Rows: 0 [v]
Load Poll: 0 [v]

Other

Lists will be assigned to this donor

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- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

Related Resources

Article: [Configure Website](#)

Article: [Setting the Time Zone in your Trail Blazer Database](#)

Article: [Email Notification of Web Occurrences](#)

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Trail Blazer Live Support

📞 **Phone:** 1-866-909-8700

✉️ **Email:** support@trailblz.com

📘 **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

🐦 **Twitter:** <https://twitter.com/trailblazersoft>

*As a policy we require that you have taken Trail Blazer's intro training class before calling or emailing tech support. [Click Here](#) to view our calendar for upcoming classes and events. After signing up you will receive instructions for how to log into the interactive online webinar.

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