

The following document outlines how to set up your user email defaults in Enrollment Control. All steps are **optional** and are based on communication practices in your office.

The following job aid is for the Undergraduate career only.

1. Select **Set Up SACR**.

2. Press **User Defaults**.



3. Select the **Blue Arrow** to the right of the Enrollment Override Defaults tab.



4. Press the **E-mail Defaults** tab.



5. There are four options for entering email addresses.

From:	department@ucalgary.ca
Reply To:	faculty@ucalgary.ca
CC:	deparment_manager@ucalgary.ca
BCC:	department_dean@ucalgary.ca

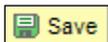
6. Insert **Header Text** information.

Header	Department Name	▲
Text:	Address	
	City	▼

7. Insert **Footer Text** information.

Footer	Ernerst Emerge	▲
Text:	Department Dean	
	(403) 555-1212	▼

8. Press **Save**.



The From and/or Reply To fields could be set to a generic office mailbox if desired. The CC or BCC field could be used for an address from which EDMS copies are being created