

# Email Addresses

Choose **System Settings - Email Addresses** in the main menu, to view the table of email addresses. This table of values is used to define email addresses which are used in several applications and parts of the system. If you need to change an address later, then you only need to change the address in this list, instead of changing it in all affected services.

Use **New** in the toolbar to create a new address. Entries can be changed by selecting **Edit** in the **Action** column. Provide the following information:

Name	The name of the address, for example the name of the recipient.
Address	The email address. More than one address is specified using commas.
Language	Choose the language, in which the receipient should receive emails. If the system has the capability of changing the language for a particular function, then it will use this setting to select the language.