

Configuring System Generated Emails

- [Controlling System Generated Automatic Emails](#)
- [Change the frequency of Admin summary emails](#)

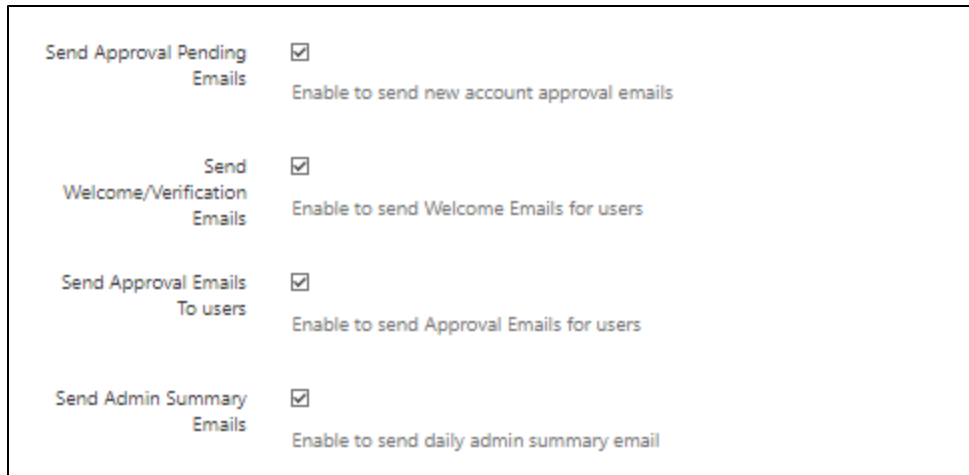
Controlling System Generated Automatic Emails

It is possible to control which emails are sent by the system.

The settings can be accessed by

1. Log into FileCloud [Administration Portal](#)
2. Click on **Settings** in the left navigation panel
3. Click on **Admin** tab
4. Change settings as needed
5. Click **Save**.

Send Approval Pending Emails	This controls the option to send out an approval pending email to the admin when a new user account is created and admin approval is required
Send Welcome/Verification Emails	This controls whether verification emails are sent to users to verify their email addresses
Send Approval Emails to Users	This controls whether account approval emails are sent to users
Send Admin Summary Emails	This controls whether daily system summary emails are sent to the admin account, This only works if a Cron Task or Windows Task Manager is setup.



The screenshot shows a settings panel with four rows. Each row has a label on the left, a checked checkbox, and a description on the right:

- Send Approval Pending Emails** (checked): Enable to send new account approval emails
- Send Welcome/Verification Emails** (checked): Enable to send Welcome Emails for users
- Send Approval Emails To users** (checked): Enable to send Approval Emails for users
- Send Admin Summary Emails** (checked): Enable to send daily admin summary email

Change the frequency of Admin summary emails

By default, an Admin summary email is sent to the FileCloud Admin once per day. However, you can configure your system to send it weekly or monthly instead.

To change the frequency of Admin summary emails:

1. Open cloudconfig.php:
Windows Location: XAMPP DIRECTORY/htdocs/config/cloudconfig.php
Linux Location: /var/www/config/cloudconfig.php
2. Add the following :

```
define('TONIDOCLOUD_ADMIN_SUMMARY_EMAIL_FREQUENCY', 'DAILY');
```

3. Change the value of **DAILY** to **WEEKLY** or **MONTHLY**.

