Modify New User Welcome Email

Last Modified on 12/09/2019 12:56 pm EST

The New User Welcome Email function automatically sends an email to new users informing them of their access. This email can be easily modified to better reflect individual company identity.

To customize the welcome email, select **System Settings > Advanced Settings** from the menu at the left of the screen and then select the **Welcome Email** tab.

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<u>۳</u>	System Admin	General:					
	5755517 481						
L.	System Settings	Desktop Application IP:					
Ļ	Advanced Settings	Administrator Session Timeout: 0					
	Backup/Restore	01:00:00					
· ·	Email & System Alerting						
-	Licensing						
-	Migration Kit	Save System Settings © Recompile Desktop Application (OSX)					
-	Network & Firewall						
	Updates						
	Remote Storage						
	System Health						
	System Logs						
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Figure 01: Advanced Settings Screen							

Make updates to the welcome email on the **Welcome Email** tab.

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•	Conference Rooms	• •	🗴 General 🗭 Chat+ 🕀 Faxing 🕫 Ring Groups 🌢 Presence 🔳 User Settings 📢 Recording Retention Settings 🛋 SIP Settings < NAT Settings 🖉 Welcome Email					
~	Reporting	• •	Customizable Welcome Email:					
8 6	System Admin							
*	System Settings	•	Useable Variables • %URL% • %DID% • %Extension%	%FirstName%				
•	Advanced Settings		Solid S S	%ProductName%				
•	Backup/Restore							
•	Email & System Alertin	ng	Dear %FirstName%,					
•	Licensing		You have recently been added as a user to %ProductName% - An enterprise business phone system. %ProductName% is a powerful web-based communications mobile phones, and tablets by simply logging in via your web browser.	tool that can be accessed from anywhere on desktop computers,				
•	Migration Kit		So as an end user, what does that mean for you?					
•	Network & Firewall		%ProductName% gives end-users the ability to manage their voicemail boxes, make phone calls, and view an organization-wide directory all within one simple, early a state of the state of t	isy to use web portal.				
•	Updates		To access the portal, simply open your web browser and navigate to http://%URL%:59080 . An account to log in to the portal has been generated as the	ad on your behalf with the following credentials:				
•	Remote Storage		%ProductName% Log-In Credentials					
•	System Health		Username: %Username% Password: %Password%					
•	System Logs		Extension(s): %Extension% Voicemail Pr:: %V/WPii% DID: %DID%					
쓭	Users & Devices	•	We recommend changing your password the first time you log in by selecting the "Change Password" button on the right hand side of your screen under the "Pro-	file Info" menu.				
	Remote Storage		Thank you and welcome to %ProductName%!					
•	System Health							
•	System Logs							
	Users & Devices	•	Save System Settings CRevert to Original					
0 %	Workflow Tools	-		Genice Sandbox - Kerauno v2.1.01 👻				
Figure 02: Welcome Email Screen								

Make any necessary updates and then click the **Save System Settings** button to save your changes. You can also click the **Revert to Original** button at any time to revert the welcome email back to the original text.

	Thu 7/27/2017 12:54 PM						
KR	Kerauno Reporting <reports@axiatp.com></reports@axiatp.com>						
	Kerauno Instructions & Welcome Email						
To Genice Millin	er i i i i i i i i i i i i i i i i i i i						
1 If there are p	roblems with how this message is displayed, click here to view it in a web browser.	^					
Keraun	o Instructions & Welcome Email						
	TTON* Axia Technology Partners (198.91.77.242)						
July 27, 2017 Dear Genice							
	You have recently been added as a user to Kerauno - An enterprise business phone system. Kerauno is a powerful web-based communications tool that can be accessed from anywhere on desktop computers, mobile phones, and tablets by simply logging in via your web browser.						
So as an en	So as an end user, what does that mean for you?						
Kerauno give	Kerauno gives end-users the ability to manage their voice-mail boxes, make phone calls, and view an organization-wide directory all within one simple, easy to use web portal.						
To access th	o access the portal, simply open your web browser and navigate to http://axia.keraunopbx.com.59080. An account to log-in to the portal been generated on your behalf with the following credentials:						
Kerauno Log	erauno Log-In Credentials						
Password: (s Extension(s) Voicemail Pi	Username: <u>genice milliner@axiatp.com</u> Password: (sign in with your Active Directory credentials) Extension(5): 4384 Voicemail Pin: 6327 DID: 3176534384						
We recomme	We recommend changing your password the first time you log in by selecting the "Change Password" button on the right hand side of your screen under the "Profile Info" menu.						
Thank you a	nd welcome to Kerauno!						
	This is an automated email, delivered from the Kerauno System. Please do not reply to this message as it is an un-monitored mailbox. If you would like to make changes to your system, login to the Kerauno dashboard, Go to Systems & Settings > Email / Alerting.						
	Figure 03: Example of a New User Email						