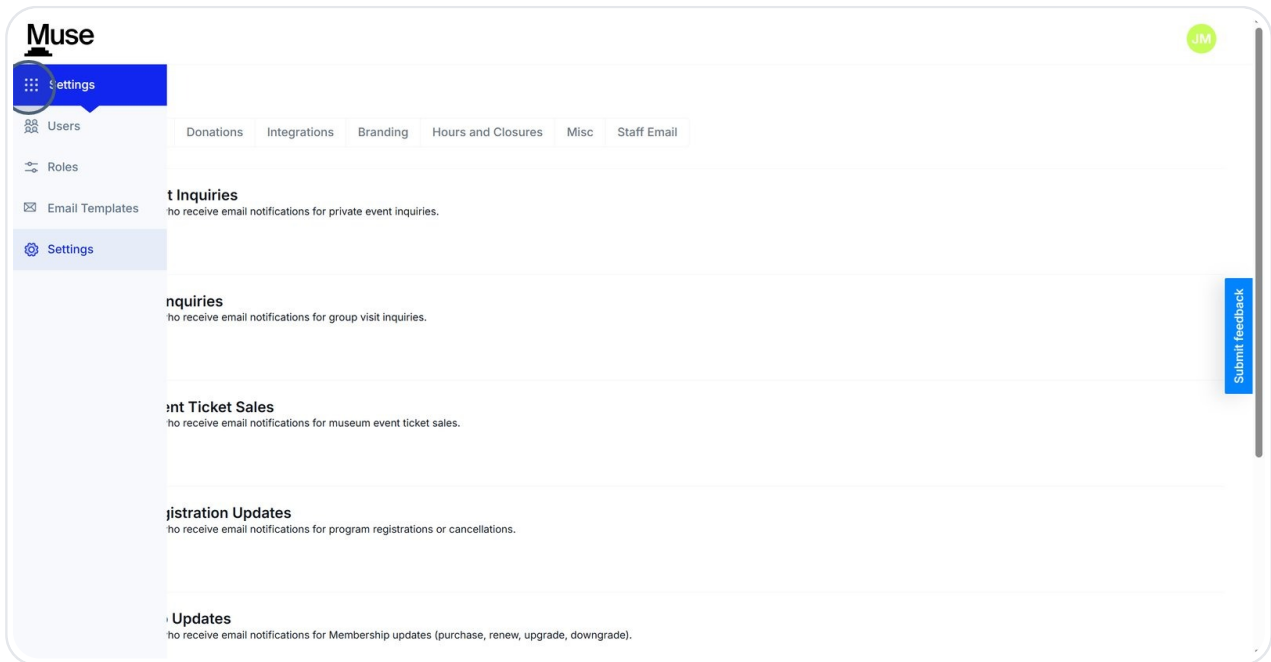


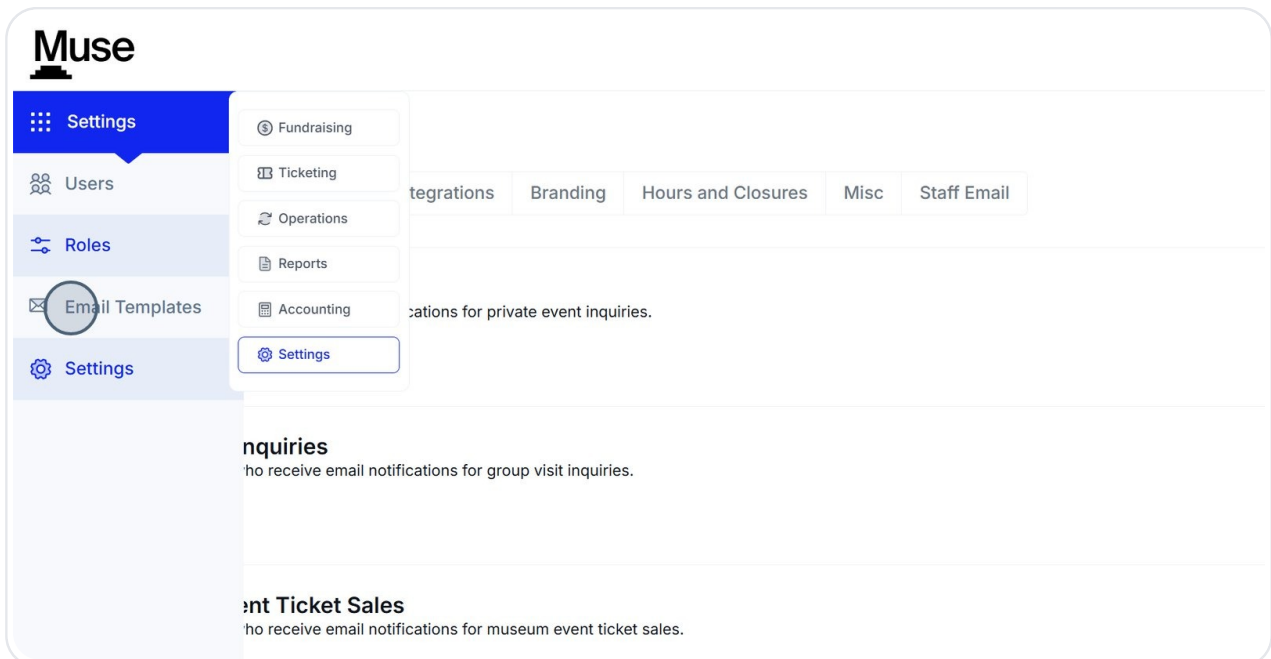


Set Sending Email Address

1. Click the blue North Star icon.



2. Click the blue "Email Templates" menu option from within the admin settings menu.



3. Click "Set Sending Email Address" in the top-right of the window. This is the email address from which all of your outbound emails are sent.

JM

Set Sending Email Address

	Scheduled	Active?	
their account		☒	⋮
fter invoice creation		☒	⋮
iges		☒	⋮
re notifications enabled in the Settings module		☒	⋮
en their email is being connected to Muse		☒	⋮
eum staff when a request for a private event or group visit is received from the purchase page.		☒	⋮
fter completing an online purchase		☒	⋮
a migration process		☒	⋮

Submit feedback

4. Update the sending email address to the general inbox of your choosing.

Email Templates

Name	Description
Museum user invitation	Invites new users to create an account
Museum Invoice Email	Sends the user an email after completing an online purchase
Museum role assignment	Notifies users of role changes
Private Event Payment Received Email	Sends to all users who have purchased a private event
Connect with Muse	Sent to staff members who have been assigned a role
Private Event Inquiry	Sends to the relevant museum staff when a request for a private event or group visit is received from the purchase page.
Purchase Confirmation	Sends the user an email after completing an online purchase
Migrated Membership Details	Sends during the database migration process
Program Registration Purchase Notification	Sends to the relevant museum staff when a program registration purchase was done from the purchase page.
Refund Confirmation	Sends the user an email after a refund is issued

Enable outgoing email

Please complete the steps below to enable sending email from your application

☐ Add your outgoing email info

Please add the email address from which your application should send emails (e.g. hello@yourapp.com). Make sure that you have access to this email account.

Email address

5. Click "Verify my email".

[illegible]

6. After inputting the email address you wish to use, you'll need access to the inbox to provide validation that this email address can be used. The validation step will be completed with a 3rd party called Postmark. Since all emails in the system will be sent by Muse via the email address provided in this field, the validation will ensure outgoing emails do not get caught in spam folders.

The screenshot displays the 'Email Templates' section of the Muse application. A modal window titled 'Enable outgoing email' is centered on the screen, prompting the user to complete steps to enable sending email from their application. The background shows a table of email templates with columns for Name, Description, Scheduled status, and Active status. A sidebar on the left contains navigation icons, and a 'Submit feedback' button is visible on the right edge.

Muse

Email Templates

Edit Sending Email Address

Name	Description	Scheduled	Active?
Museum user invitation	Invites new users to create an account	☒	☒
Museum Invoice Email	Sends the user an email after completing an online purchase	☒	☒
Museum role assignment	Notifies users of role changes	☒	☒
Private Event Payment Received Email	Sends to all users who have purchased a private event	☒	☒
Connect with Muse	Sent to staff members when their email is being connected to Muse	☒	☒
Private Event Inquiry	Sends to the relevant museum staff when a request for a private event or group visit is received from the purchase page.	☒	☒
Purchase Confirmation	Sends the user an email after completing an online purchase	☒	☒
Migrated Membership Details	Sends during the database migration process	☒	☒
Program Registration Purchase Notification	Sends to the relevant museum staff when a program registration purchase was done from the purchase page.	☒	☒
Refund Confirmation	Sends the user an email after a refund is issued	☒	☒
Membership Details	Sends the user an email after purchasing a membership	☒	☒
Gift Card Details	Sends the user an email after purchasing a gift card	☒	☒
Registration Cancellation	Sent to registrants when their registration is canceled	☒	☒
Waitlist Entry	Sent to waitlisted registrants when they sign up for the waitlist	☒	☒

Enable outgoing email

Please complete the steps below to enable sending email from your application

- Add your outgoing email info
Please check jen.mendoza@musesoftware.ai and click verification link.
- Remove email

Submit feedback

7. After you verify your email from your inbox, you have now set your sending address and can close this modal.

Muse

Email Templates

Name	Description	Scheduled	Active?	
Museum user invitation	Invites new users to create an account	☐	☒	⋮
Museum Invoice Email	Sends the user an email after completing an online purchase	☐	☒	⋮
Museum role assignment	Notifies users of role changes	☐	☒	⋮
Private Event Payment Received Email	Sends to all users who have purchased a private event	☐	☒	⋮
Connect with Muse	Sent to staff members when their email is being connected to Muse	☐	☒	⋮
Private Event Inquiry	Sends to the relevant museum staff when a request for a private event or group visit is received from the purchase page.	☐	☒	⋮
Purchase Confirmation	Sends the user an email after completing an online purchase	☐	☒	⋮
Migrated Membership Details	Sends during the database migration process	☐	☒	⋮
Program Registration Purchase Notification	Sends to the relevant museum staff when a program registration purchase was done from the purchase page.	☐	☒	⋮
Refund Confirmation	Sends the user an email after a refund is issued	☐	☒	⋮
Membership Details	Sends the user an email after purchasing a membership	☐	☒	⋮
Gift Card Details	Sends the user an email after purchasing a gift card	☐	☒	⋮
Registration Cancellation	Sent to registrants when their registration is canceled	☐	☒	⋮
Waitlist Entry	Sent to waitlisted registrants when they sign up for the waitlist	☐	☒	⋮

[Edit Sending Email Address](#)

Enable outgoing email

Please complete the steps below to enable sending email from your application

- ☒ **Add your outgoing email info**
Please check jen.mendoza@musesoftware.ai and click verification link.
- ☐ **Remove email**

Submit feedback