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## How to change Your.Department@organization.com in letter emails?

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### **Desired Outcome Goal:**

To update the “address from” email in Alma from [Your.Department@organization.com](#) to the library email.

### **Procedure:**

1. Go to Alma Configuration > General > Letters Configuration
2. Click on the name of the letter that you wish to update (for example, the On Hold Shelf Letter)
3. In the "addressFrom" row choose More Actions/ "..." > Customize
4. Delete "[Your.Department@organization.com](#)" and replace with the email for your institution
5. Click "Save" in the upper right hand corner.

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## Additional Information

This will need to be done for all patron-facing letter emails.

See [Configuring Alma Letters](#) for a table of every letter and whether it is patron-facing.

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