

Disable or Enable Email Template

Version 3

Published 2/14/2020 06:40 PM by [Grace Kamau](#) Last updated 6/24/2021 05:09 PM by [Grace Kamau](#)

CommuniFire sends email notifications for various activities, such as when someone comments on your article, updates an event, approves your space join request, and more. You can disable or enable an email template to turn that email notification off or on for everyone in your intranet.

1. From the homepage, click the gear icon > **Control Panel** > **System** > **Email Templates**.
2. From the **per page** menu, select **200**.
3. Locate the email template.
4. For the email template, click the edit icon.
5. To disable the email, uncheck **Active**. To enable it, check **Active**.
6. Click **Update**.

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