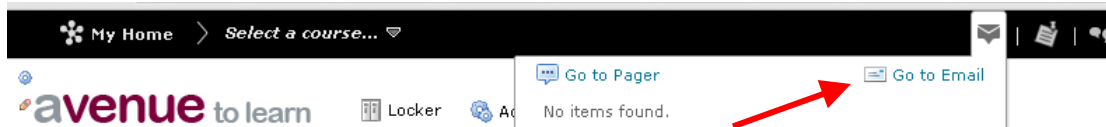


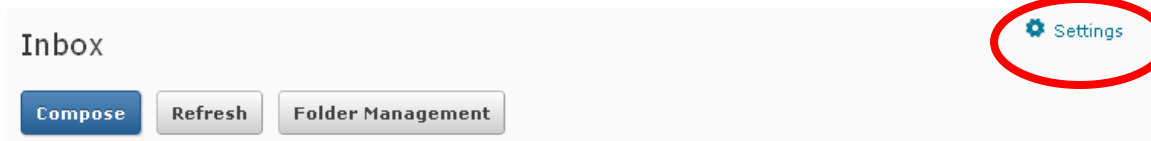
## Setting up a Reply-to Email Address in Avenue

Avenue to Learn is currently configured to provide users with an email account that they can use to send and receive email from other users within Avenue. Users cannot receive emails from external email accounts. The reply-to setting ensures that if mail is sent to an external address, the recipient of the email can reply to the mail, and that email will be delivered to the alternate address indicated in the reply-to field.

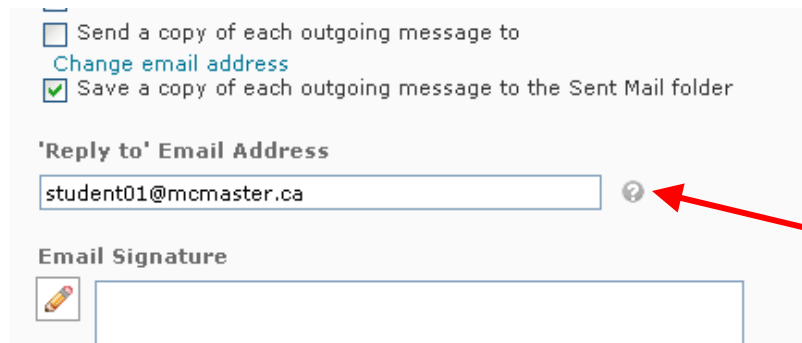
1. Log into your Avenue account.
2. Click on the **Message Alerts** button in the black Minibar at the top of the screen and select **Go to Email** in the drop down menu.



3. Click on **Settings** to access the Avenue Mail settings.



4. Under **Email Settings** on the Settings screen, enter the email address you would like to have response emails sent to by typing the full address in the **'Reply to' Email Address** text box.



5. Save your changes by clicking the **Save** button located at the bottom of the screen on the left hand side.