

# Set the Reply Email for the Staff Portal

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By default, replies to emails sent through the Staff Portal are directed to your organization's email address (Gear icon > Settings > General > Organization Defaults). If you prefer replies to be sent directly to the instructor who sent the email, update the reply email address in their Staff record.

1. Go to the instructor's Staff record and select the **Portal Settings** tab.
  2. Scroll to the **Manage Activities Tab** section.  
Note: Ensure the instructor's *Allow staff person to send emails* setting is set to Yes.
  3. Select **Staff person's email** in the *Email replies sent to* setting to direct replies to the instructor's email.
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