

Recommended “Best Practice” Email Settings:

Located: Admin Area – Communities – Discussions – Setup – Discussion Template

Example URL: <https://communityurl.abc.org/HigherLogic/Admin/Communities/Discussions/Setup/ DiscussionTemplate.aspx>

Digest Specific

[Restore Default Values](#)

Logo

Logo Location

Logo Alignment

Advertising

Advertisement Location

Advertisement Alignment

Top Links

	Text
Post New Message Online <input type="checkbox" value="Off"/>	<input type="text" value="Post New Message Online"/>
Post New Message via Email <input type="checkbox" value="On"/>	<input type="text" value="Post New Message"/>

Navigation

	Top Text	Previous Text	Next Text
Message Navigation <input type="checkbox" value="On"/>	<input type="text" value="top"/>	<input type="text" value="previous"/>	<input type="text" value="next"/>

Message Buttons

	Text	Position
Reply to Group Online <input type="checkbox" value="Off"/>	<input type="text" value="Reply to Group Online"/>	<input type="text" value="1"/>
Reply to Group via Email <input type="checkbox" value="On"/>	<input type="text" value="Reply to Group"/>	<input type="text" value="2"/>
Reply to Sender Online <input type="checkbox" value="On"/>	<input type="text" value="Reply to Sender"/>	<input type="text" value="3"/>
Reply to Sender via Email <input type="checkbox" value="Off"/>	<input type="text" value="Reply to Sender via Email"/>	<input type="text" value="4"/>

* Overrides profile security settings and exposes sender's email address

Message Content

Message Thread History

Message Links

Location of Links for a Reply Message

	Text	Position
Reply to Group Online	<input checked="" type="checkbox"/> On <input type="text" value="Reply to Group Online"/>	1
Reply to Group via Email	<input type="checkbox"/> Off <input type="text" value="Reply to Group via Email"/>	2
Reply to Sender Online	<input type="checkbox"/> Off <input type="text" value="Reply to Sender Online"/>	3
Reply to Sender via Email	<input type="checkbox"/> Off <input type="text" value="Reply to Sender via Email"/>	4
		* Overrides profile security settings and exposes sender's email address
View Thread	<input checked="" type="checkbox"/> On <input type="text" value="View Thread"/>	5
Recommend	<input checked="" type="checkbox"/> On <input type="text" value="Recommend"/>	6
Forward	<input checked="" type="checkbox"/> On <input type="text" value="Forward"/>	7
Flag as Inappropriate	<input checked="" type="checkbox"/> On <input type="text" value="Flag as Inappropriate"/>	8
Post New Message Online	<input type="checkbox"/> Off <input type="text" value="Post New Message Online"/>	9
Post New Message via Email	<input type="checkbox"/> Off <input type="text" value="Post New Message via Em"/>	10

Footer

HTML Footer

Mail Processing Rules – Recommended Settings:

Located: Admin Area – Communities – Discussions – Setup – Mail Processing Rules

Example URL:

<https://communityurl.abc.org/HigherLogic/Admin/Communities/Discussions/Setup/MailProcessingRules.aspx>

Mail Processing Rules	
Allow Real-time Plain Text Subscriptions	<input type="checkbox"/> Off
Allow Users to Post/Reply via Email	<input checked="" type="checkbox"/> On
Who Can Post/Reply via Email	All Community Members
Allow Users That Have Not Accepted the Code of Conduct to Post/Reply	<input checked="" type="checkbox"/> On
Moderate	<input type="checkbox"/> Off
Allow Reply By Email from Daily Digest	<input checked="" type="checkbox"/> On
Allow Attachments	<input checked="" type="checkbox"/> On
Discard Attached Images Smaller Than	Width: <input type="text" value="20"/> Height: <input type="text" value="20"/>
Allow HTML Content to be Posted	<input checked="" type="checkbox"/> On
Discard Embedded Images Smaller Than	Width: <input type="text" value="20"/> Height: <input type="text" value="20"/>
Discard Embedded Images Replacement Text	<input type="text"/>
Moderate All Posts/Replies Sent via Email	<input type="checkbox"/> Off
Phrase in subject line for auto-reject	Auto Reply Auto Response Automated Response Automatic Reply