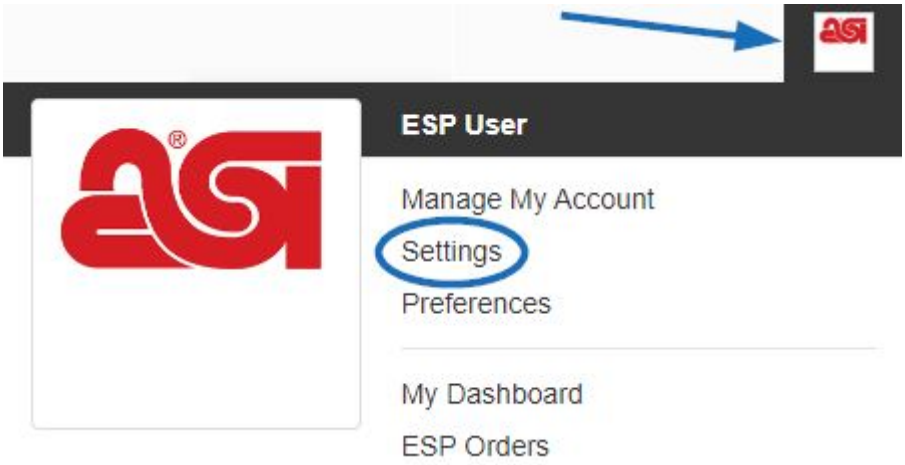
ESP Quick Tip #23: Update the "Reply To" Email on Sales Documents

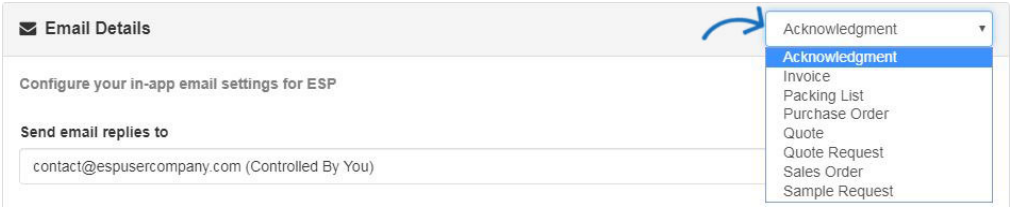
2021-11-17 - Jennifer M - ESP Quick Tips

To change the "Reply To" email on your company's ESP Orders documentation (purchase orders, invoices, quotes, etc), you will need to have administrative rights. After logging into ESP, click on your user icon and select Settings.

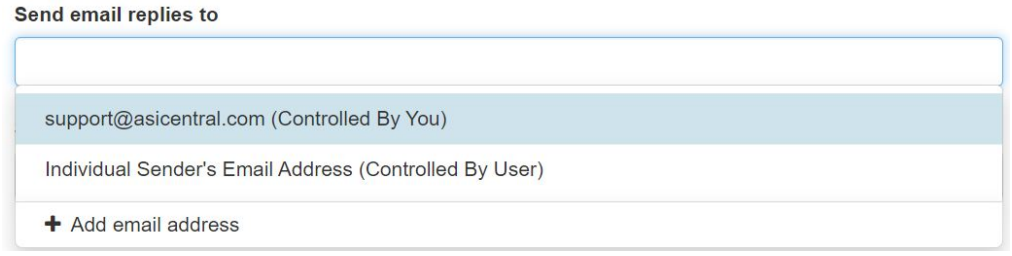


Then, take the following steps:

1. Click on Emails from the options on the left.
2. Use the dropdown in the upper right to select the type of documentation. If you would like to change the "Reply to" email for multiple types of documentation, use the dropdown to select each.



3. Use the 'Send email replied to' dropdown to select from a previously added email address or click on the '+ Add email address' option.



When you are finished making updates, be sure to scroll down and click on the Save button.