Adding a notification recipient

Requirements:

- A local mail server is configured.

1. In Proofer Administrator, click the **Controller** icon, and click the **Events**
2. Click **Notifications**.
3. Click .
4. In **Recipient Name**, enter the name of the person receiving the email notification.
5. In **E-Mail Address**, enter the person's email address where the email notification will be sent to.
6. Select the language used in the email notification.
7. Click **Test**, and the Confirm Mail Server Configuration dialog box opens.
8. Go to your email inbox to check if you received the test email notification.
9. In the Confirm Mail Server Configuration dialog box, click **Yes** if you received the test email notification, or click **No** if you did not receive it.
10. Click **OK** to exit the Recipient Editor window.
11. In the Notification Manager window, click to display the notification categories associated with the recipient name, and select or clear the boxes next to the type of notification the recipient needs to receive.
12. Click **OK** to save all changes.