

Validate your reply-to email address

This is quick and easy thing to do and is very important because:

- **to ensure more of your emails/newsletters reach your subscriber's inboxes** (instead of junk/spam).
- **so you can receive replies** to your messages

[Follow the AN guidance here](#) or read the steps below.

You will still technically be able to send out emails, but it is **strongly advised that you do validate your reply-to email**.

1. Go to your 'group' and click on settings on the middle dark blue menu bar.
2. Click 'Email Settings' (if you can't see this option you may need additional 'permissions' - please [contact the Action Network Data Team](#)).
3. Click '+ ADD NEW EMAIL ADDRESS'.
4. Type in the email address you usually use as the 'reply-to' when you send emails. This should be your Local Group (or team's) contact email. One that you have access to, so you are able to receive any questions people have when they reply to the Action Network emails you send out.
5. Log in to your inbox you'll have received and email from Action Network to validate your email address (it might take a minute or two to arrive).

The screenshot shows the Action Network settings interface. At the top, a dark blue navigation bar contains several menu items: Statistics, Actions, Emails, Reports, Activists, Syndication, Administrators, Network, and Settings. The 'Settings' button is circled in red. Below this, a sub-menu shows 'General', 'Action Settings', 'Email Settings', 'Mobile Settings', and 'Recurring Donations'. The 'Email Settings' tab is also circled in red. Under the 'Reply-Tos' section, there is a button labeled '+ ADD NEW EMAIL ADDRESS' which is circled in red. Below this button is a text input field with the placeholder text 'ADD YOUR DESIRED REPLY-TO EMAIL ADDRESS HERE' and the example email address 'xxxx@extinctionrebellion.uk'. To the right of the input field is a dark blue button labeled 'VERIFY EMAIL'.

Note: only click on emails asking you to urgently validate and email address if you've just done the steps above. Beware of [unsolicited 'phishing' requests](#) or a similar type.

Bonus info: if you are using protonmail, gmail or similar for your reply-to address and you are an XRUK circle/team, Nation, Region or Local Group, you can [apply for an xxxx@extinctionrebellion.uk email address here](#).

If you don't see the 'Settings' tab on the dark blue menu bar, then your admin account doesn't have the Settings permission. If you feel like you should have this ability then contact the [Action Network Data Team](#).
