

Validate your reply-to email address

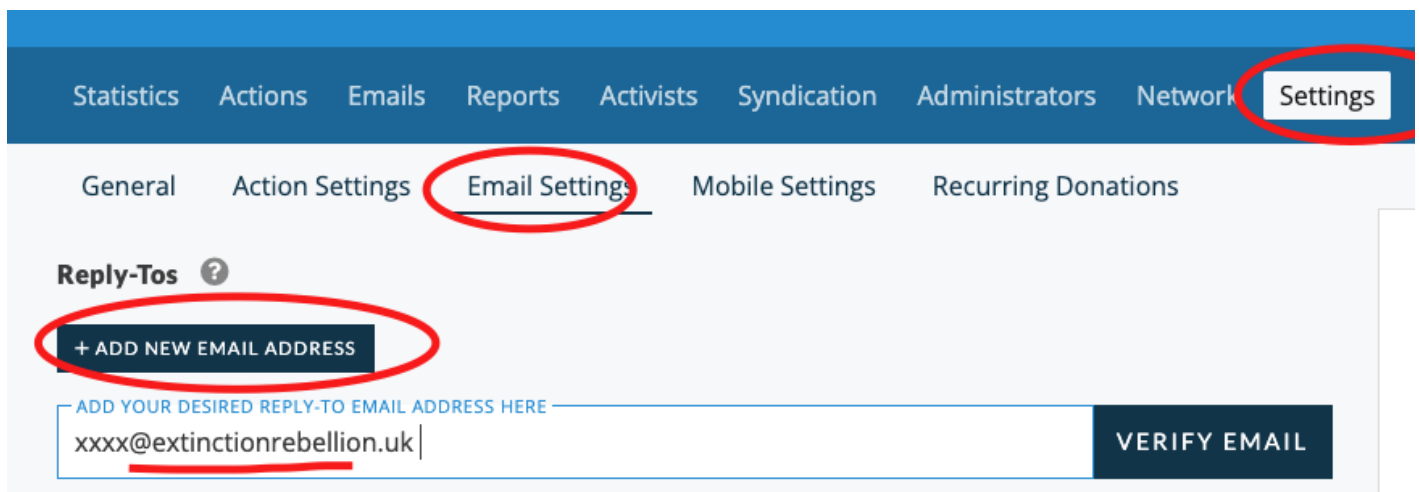
This is a quick and easy thing to do and is very important because:

- **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.
5. Go to your the inbox that you've just typed in and you'll have received an email from Action Network to validate your email address (it might take a minute or two to arrive).



The screenshot shows the Action Network 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 bar shows 'General', 'Action Settings', 'Email Settings', 'Mobile Settings', and 'Recurring Donations'. The 'Email Settings' tab is selected and circled in red. Under the 'Email Settings' tab, the 'Reply-Tos' section is visible. A button labeled '+ ADD NEW EMAIL ADDRESS' is circled in red. Below this button, there is a text input field with the placeholder text 'ADD YOUR DESIRED REPLY-TO EMAIL ADDRESS HERE'. The field contains the 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](#).
