


As an administrator you want to be sure that all messages sent to crew are being read by them.

Panel **Messages** in Leon alerts if there is a new message - an icon  is highlighted in yellow, however, it can happen that still that message is forwarded to crew member's work or personal email and **is not read**.

Now you can set that an email sent to crew by using panel 'Messages' - even if it is forwarded to the other email address - will appear without a content. So a crew member will have to enter Leon inbox to familiarize with it.

• Operator Settings

Go to section Admin > Operator Settings > General and in **Leon inbox settings** mark a checkbox 'Attach message content to Leon inbox mail notification'. Additionally, you can notify users if a new message arrives.

Leon inbox settings

Notify users about new messages in their inbox


☐ No
☒ Only for messages requiring familiarization
☐ Yes

Attach message content to Leon inbox mail notification

☒

• Forwarded message to crew work or personal email address

Such message will have no content - a recipient will have to go to 'Messages' in Leon to read it.

 **Leon Software** <do-not-reply@leonsoftware.com>

Dear Phil Anselman

You have a new message from Delta Thomas in your Leon inbox:

Leon Software Team

• Message in Leon inbox

If the user clicks on the wrench-icon > messages he will see who the message was sent from, the subject and the date.

Tag	From	Subject	Date	
*				
	Delta Thomas	Flight LS124 update	Today 07:51 UTC	Delete

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