

# Configuring Alert Emails in FortiMail

You might want your FortiMail unit to let you know when it has detected something. The Alert Email submenu lets you configure the FortiMail unit to email you when a specific type of event occurs. For example, you could have the unit alert you when it detects a virus.

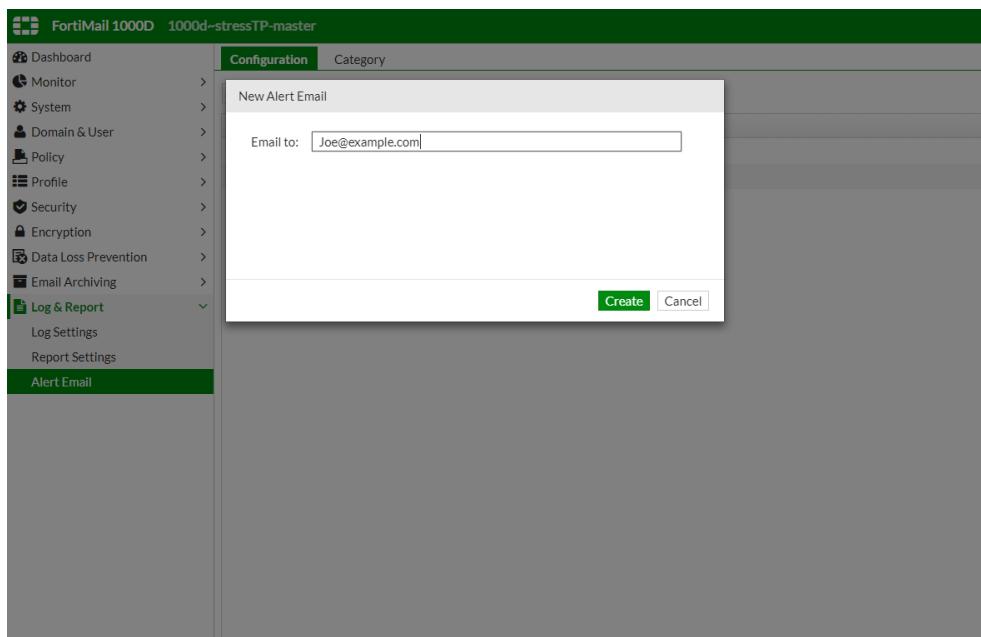
To set up alerts we will have to configure both the alert email recipients and the events that trigger the unit to send a message.

## Configuring Alert Recipients

Before the FortiMail unit can send alert email messages, we have to create a recipient list.

To configure recipients of alert email messages

1. Go to **Log and Report > Alert Email > Configuration**.
2. Select **New** and add the email address of a recipient.



3. Enter the email address of the individual you wish to receive the alert.

4. Select **Create**.

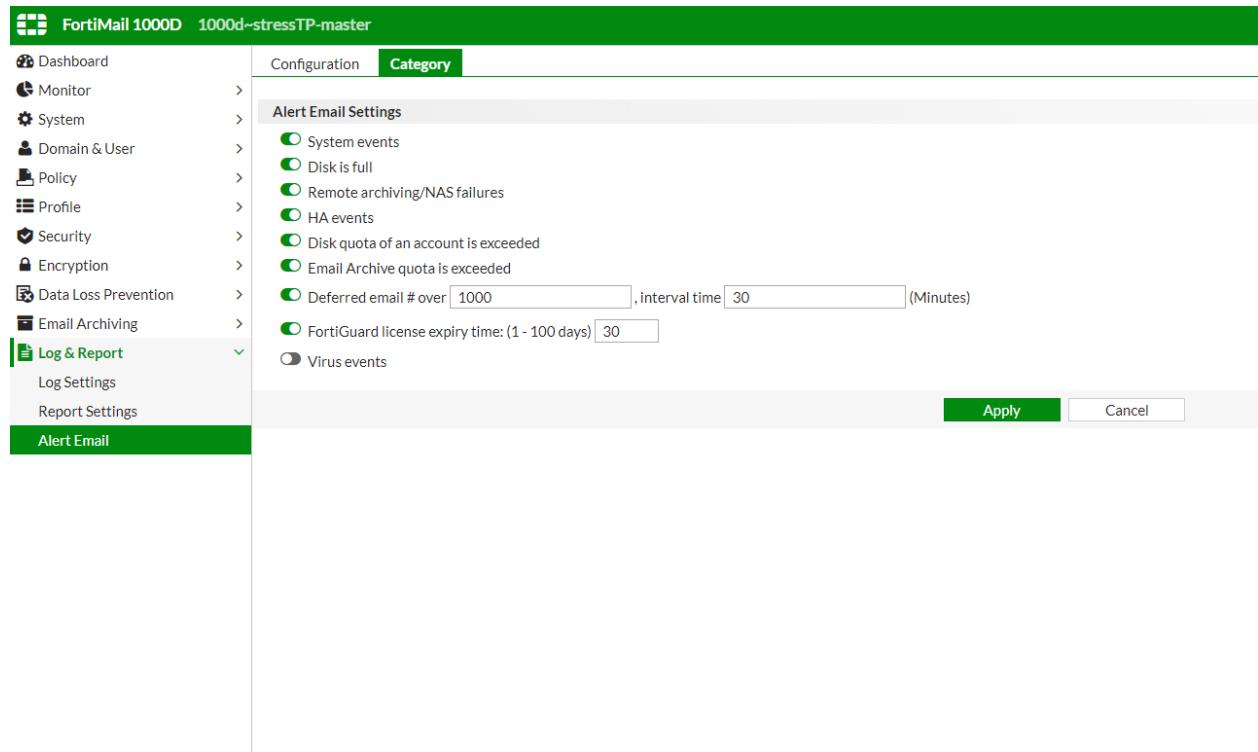
You can repeat that process to add a variety of email addresses.

## Configuring Alert Categories

Now we will need to specify what events will cause your FortiMail unit to send an alert email message to the individuals you placed on the list previously.

To select event that trigger an alert email message

1. Go to **Log and Report > Alert Email > Category**.



The screenshot shows the FortiMail 1000D configuration interface. The top bar displays the device name 'FortiMail 1000D 1000d-stressTP-master'. The left sidebar has a tree structure with nodes like Dashboard, Monitor, System, Domain & User, Policy, Profile, Security, Encryption, Data Loss Prevention, Email Archiving, Log & Report (which is expanded to show Log Settings and Report Settings), and Alert Email (which is selected and highlighted in green). The main content area has two tabs: 'Configuration' and 'Category', with 'Category' being the active tab. Under 'Category', there is a section titled 'Alert Email Settings' containing several checkboxes for different event types: System events, Disk is full, Remote archiving/NAS failures, HA events, Disk quota of an account is exceeded, Email Archive quota is exceeded, Deferred email # over 1000, FortiGuard license expiry time (1-100 days), and Virus events. There are also input fields for 'interval time' (set to 30) and '(Minutes)'. At the bottom right of the main area are 'Apply' and 'Cancel' buttons.

2. Enable whatever settings you desire.
3. Select **Apply**.