



Lawrence Berkeley
National Laboratory

Quick Reference Sheet: #eSR2016 Options for Managing Email from eSRA



Overview

The lab email system is used for routing notifications and requests for action (approvals, deliverable notifications, etc.) from eSRA to the user. There are several options for managing email generated by eSRA.

Standard Set-Up: Receive all emails directly

- Your lbl.gov email address is automatically used for any system-generated emails.
- You will receive all eSRA emails directly to your email inbox unless you specifically request a change to one of the options below.

Option 1: Filters

- All email from eSRA has the same “sent from” email address. You can set up a filter in your email so that mail from eSRA goes directly to a specific folder and not into your email inbox.
- If you have several roles in eSRA (ex. PI and Division Reviewer) you may wish to set up filters so that emails sent to you in one role are handled separately from emails sent to you in different role. You would use the “subject line” for this filter option.
- Consult with your division’s IT resource for additional instructions on how to set up filters in the specific email application that you use.

Option 2: Alternate email address for eSRA (individual)

- You may choose to have all of your eSRA emails sent to a different person, for example, your administrative assistant.
- All email notifications or requests for action would be sent to the person identified, who can forward it to you as appropriate.
- The person you identify to receive your eSRA emails will be able to use the link provided in the email to access the eSRA system, but will not be able to take action on your behalf.
- Send your request for a change in the standard eSRA email set-up to eSRAHelp@lbl.gov
- ***A request to change your preferred email address in the eSRA system must be initiated by you directly. It cannot be requested for you by another person.***

Option 3: Alternate email address for eSRA (group)

- You may choose to have all of your eSRA emails sent to a group email.
- Everyone with access to the group email will see the email and be able to use the link provided in the email to access the eSRA system. Access to the proposal or award will depend on the role that they have in eSRA relative to that proposal or award.
- The group email account may receive multiple copies of an eSRA email if several users designate the same group email address, because eSRA will email each one individually.
- Send your request for a change in the standard eSRA email set-up to eSRAHelp@lbl.gov
- ***A request to change your preferred email address in the eSRA system must be initiated by you directly. It cannot be requested for you by another person.***

NOTE: It is not necessary to have the eSRA link provided in the email notification in order to access a proposal or award. Pending requests for action will always be listed in your personal workspace in eSRA.