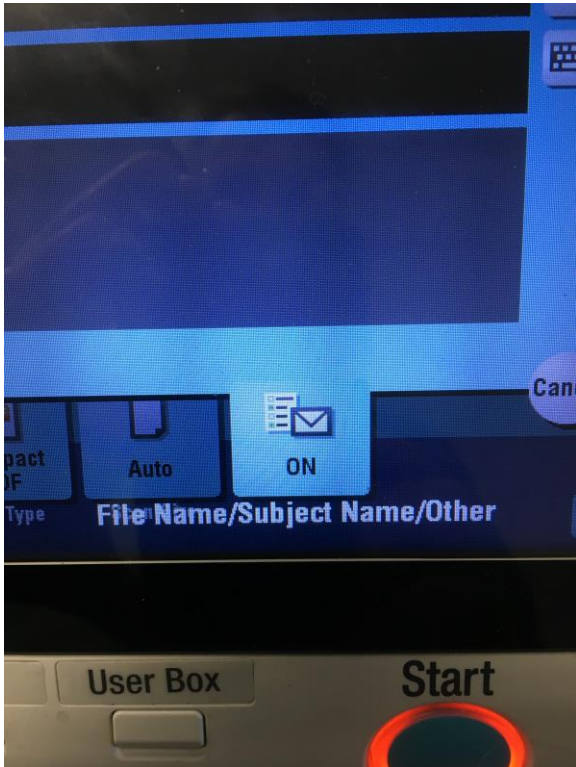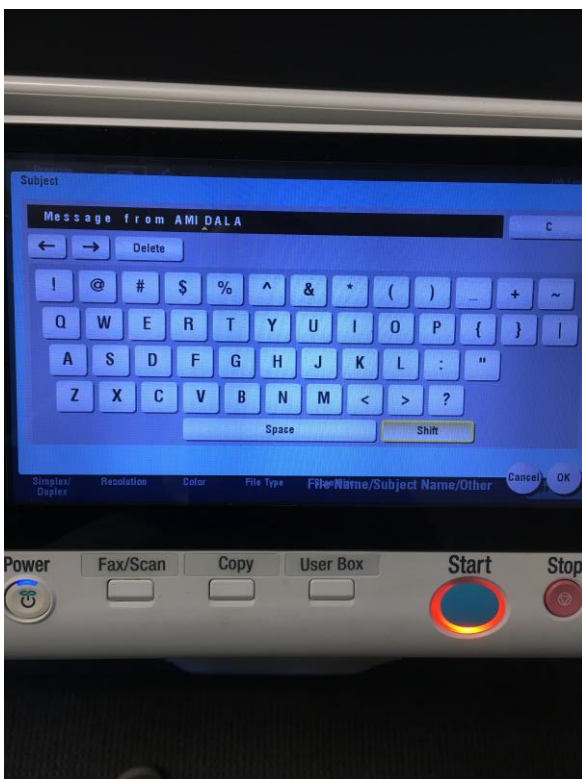# Setting the **From** message in the outgoing email Subject field
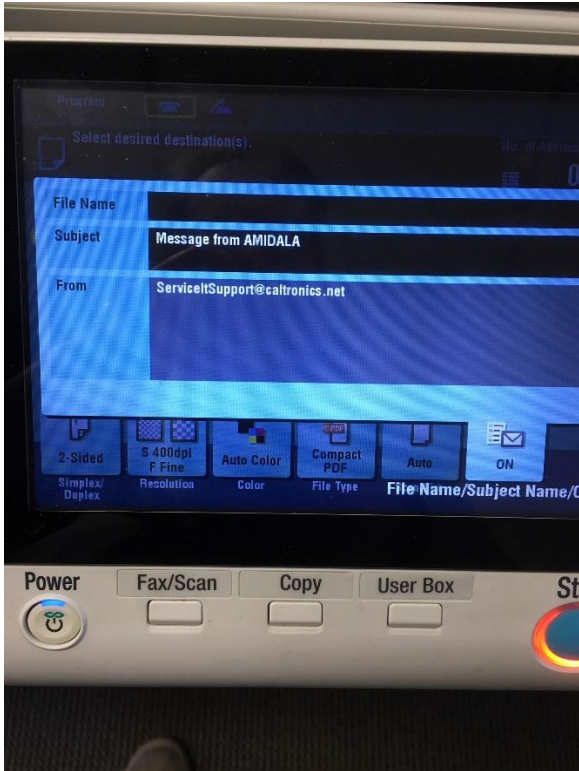
Press Fax/Scan and select the File Name/Subject Name/Other tab.



In the **Subject** field type the Message you want to appear on all outgoing scans to email > OK.

The **From** field is the sender email (Administrator E-mail Address) that will appear on all outgoing scans to email.



Select: Utility > User Settings > Scan/Fax Settings > Default Scan/Fax Settings > Current Setting (even if it's already highlighted). OK > OK > Close > Close.