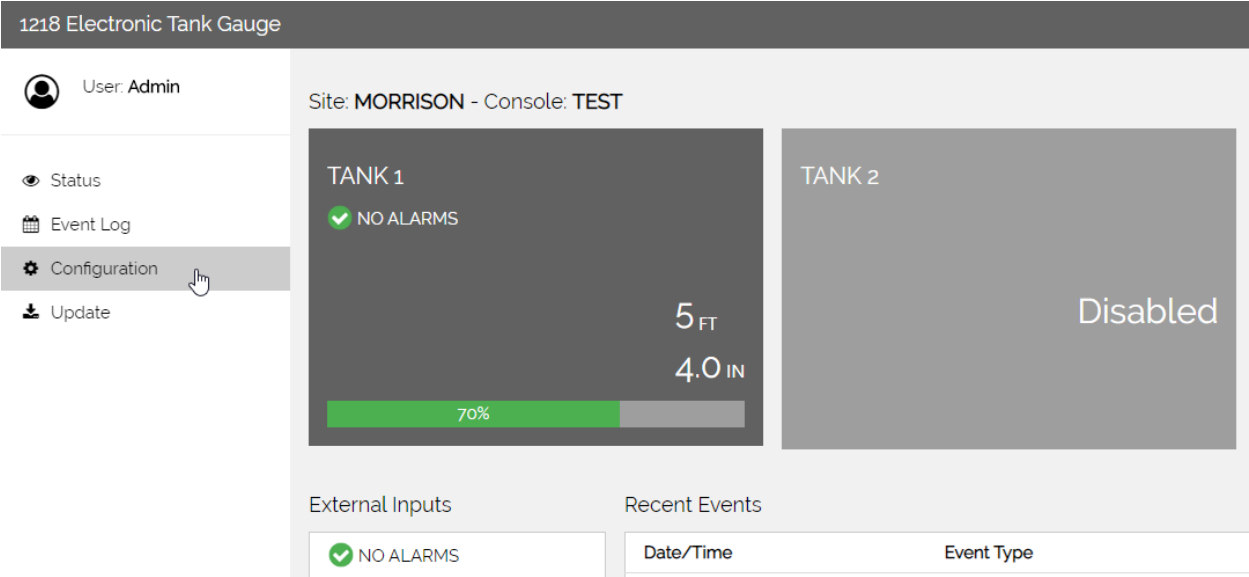


# Disabling Inactive Email Addresses from the 1218C

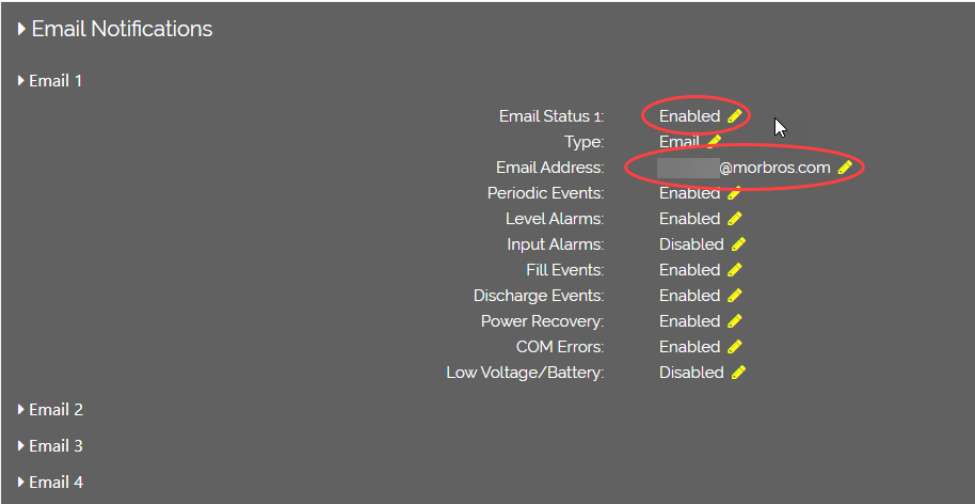
**NOTE:** It is important to remove inactive email addresses from the 1218 console. If the console gets too many bounced emails, it could be blocked by email servers causing all notifications to cease.

Disabling inactive email addresses is a quick and simple process. Follow the steps below to disable email addresses.

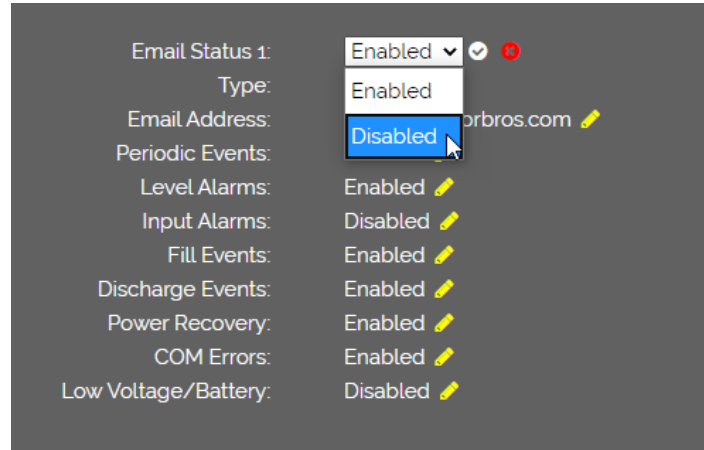
- 1) Log into the web portal for the 1218C console
- 2) Navigate to the 'Configuration' page of the web portal



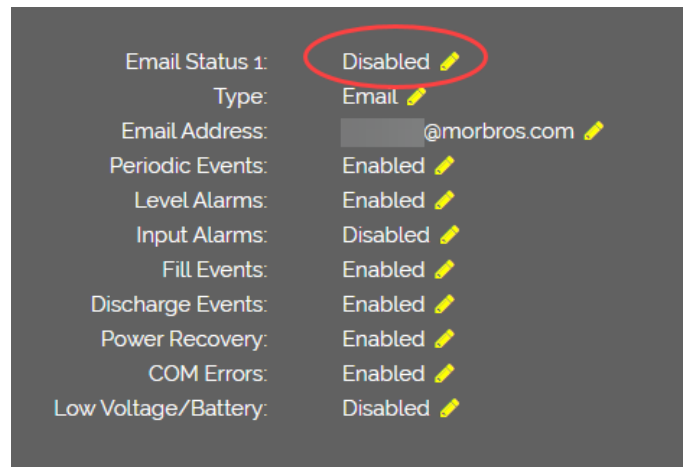
- 3) Look for the 'Email Notifications' section and click to expand it
- 4) Open the section for 'Email 1'



- 5) Check the 'Email Address' setting. If the email address is valid and active move on to step 6, otherwise continue to 5a to disable the email address
- Click the pencil to the right of the 'Email Status 1' setting to edit the setting
  - Use the drop down to select 'Disabled'



- Click the check mark icon to commit the change
- After the section refreshes, verify that the setting was set to 'Disabled'



- 6) Repeat steps 4 and 5 for the remaining 3 email addresses 'Email 2', 'Email 3', and 'Email 4'.