

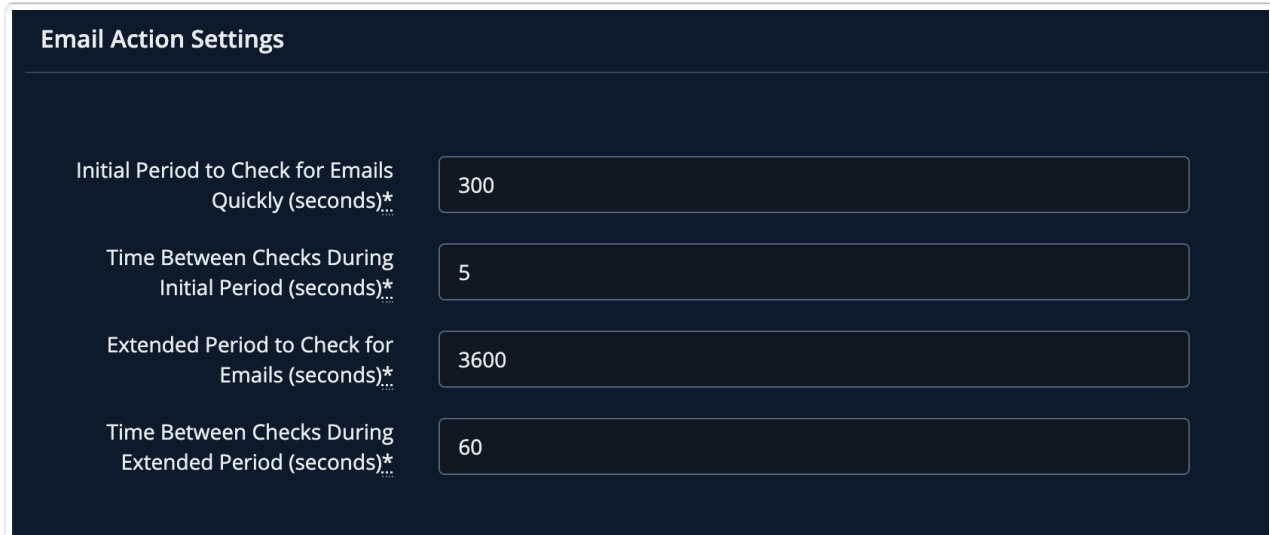
## CONFIGURE EMAIL ACTION SETTINGS

There are three locations where you can find settings that impact running Email Actions: Email Action Settings, Email Classification Settings, and Advanced Settings:

- To access both [Email Action Settings](#) and [Email Classification Settings](#), go to **Settings > Director Settings**, and then click **Email Action Settings**.
- To access the [Advanced Setting for Email Actions](#), go to **Settings > Director Settings**, and then click **Advanced**.

### Email Action Settings

Email Action Settings determine the duration of email checking, as well as the intervals between checks.



Email Action Settings	
Initial Period to Check for Emails Quickly (seconds)*	300
Time Between Checks During Initial Period (seconds)*	5
Extended Period to Check for Emails (seconds)*	3600
Time Between Checks During Extended Period (seconds)*	60

Email Action Settings

- **Initial Period to Check for Emails Quickly (seconds)**: Specifies the initial time period for quick checks. The default is 300 seconds (5 minutes) for checking for emails at the rate set in Time Between Checks During Initial Period.
- **Time Between Checks During Initial Period (seconds)**: Specifies the rate at which the Director will check for emails during the initial period set in Initial Period to Check for Emails Quickly. The default is to check every 5 seconds.
- **Extended Period to Check for Emails (seconds)**: Specifies the extended time period for quick checks. The default is 3600 seconds (1 hour) for checking for emails at the rate set in Time Between Checks During Extended Period.
- **Time Between Checks During Extended Period (seconds)**: Specifies the rate at which the Director will check for emails during the extended period set in Extended Period to Check for Emails. The default is to check every 60 seconds.

### Email Classification Settings

These settings provide ways to update the contents of Email Actions with classification markings (for example, for systems that are in use by various federal and enterprise customers).

### Email Classification Settings

List multiple X-Header Names/Values with a | (pipe) delimiter in the same order.

X-Header Name*	<input type="text" value="Email classification xheader name"/>
X-Header Value*	<input type="text" value="Email classification xheader value"/>
Subject Value*	<input type="text" value="Email classification subject value"/>
Subject Position*	<input type="text" value="Prepend"/>
Thread Topic Value*	<input type="text" value="Email classification thread topic value"/>
Thread Topic Position*	<input type="text" value="Prepend"/>
Body Value*	<input type="text" value="Email classification body value"/>
Body Position*	<input type="text" value="Both"/>

#### Email Classification Settings

- **X-Header Name:** Enter one or more X-header names. X-headers are custom headers that are not part of the standard HTTP protocol. They are used to pass additional information between a client and server, or between different services involved in a request.



List multiple X-header names by using a | (pipe) delimiter.

- **X-Header Value:** Enter one or more X-header values.

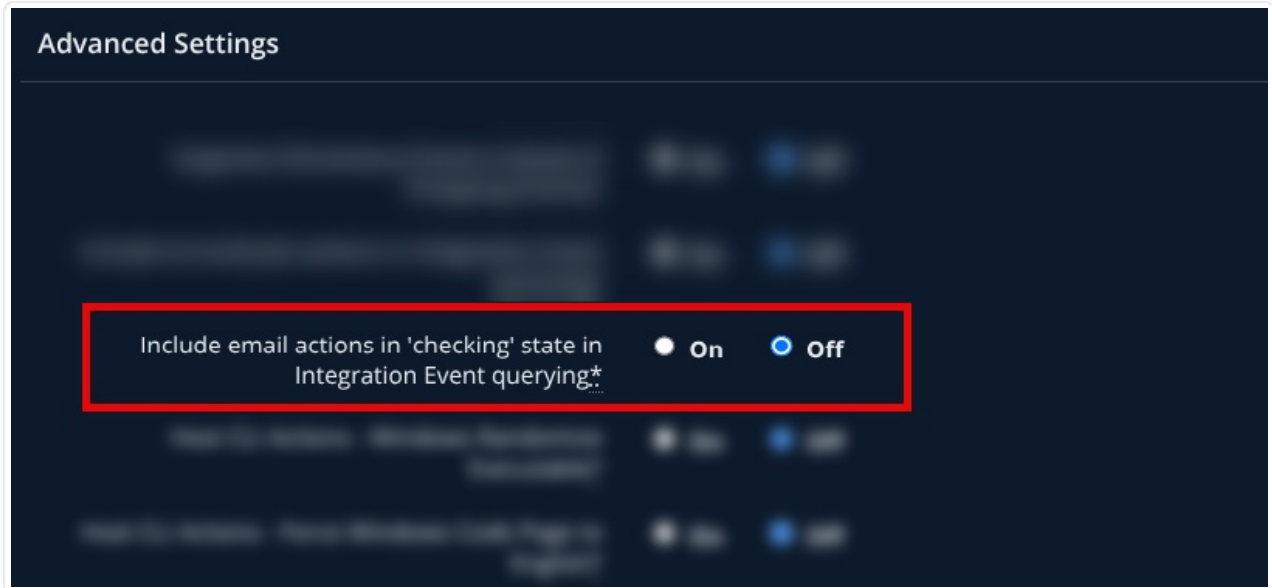


List multiple X-header values by using a | (pipe) delimiter.

- **Subject Value:** Enter a value to add to subjects of classified emails.
- **Subject Position:** Choose **Prepend** or **Append**.
- **Thread Topic Value:** If email threads are required to have classification markings, enter the value to add to thread topics.
- **Thread Topic Position:** Choose **Prepend** or **Append**.
- **Body Value:** If email bodies are required to have classification markings, enter the value to add to the body of classified emails.
- **Body Position:** Choose **Both**, **Prepend**, or **Append**.

### Advanced Setting for Email Actions

On the Advanced Settings page, there is one setting specific to running Email Actions: **Include email actions in 'checking' state in Integration Event querying**. By default, integrations only consider completed Job Actions for matching, but this default configuration can miss email-related events in certain environments that have a long delay when sending emails or for emails that are blocked. When this setting is enabled, events for email Job Actions that are in a "checking" state are included as a match to an integration's query. The default for this setting is **Off**.



Advanced Setting for Email Actions