

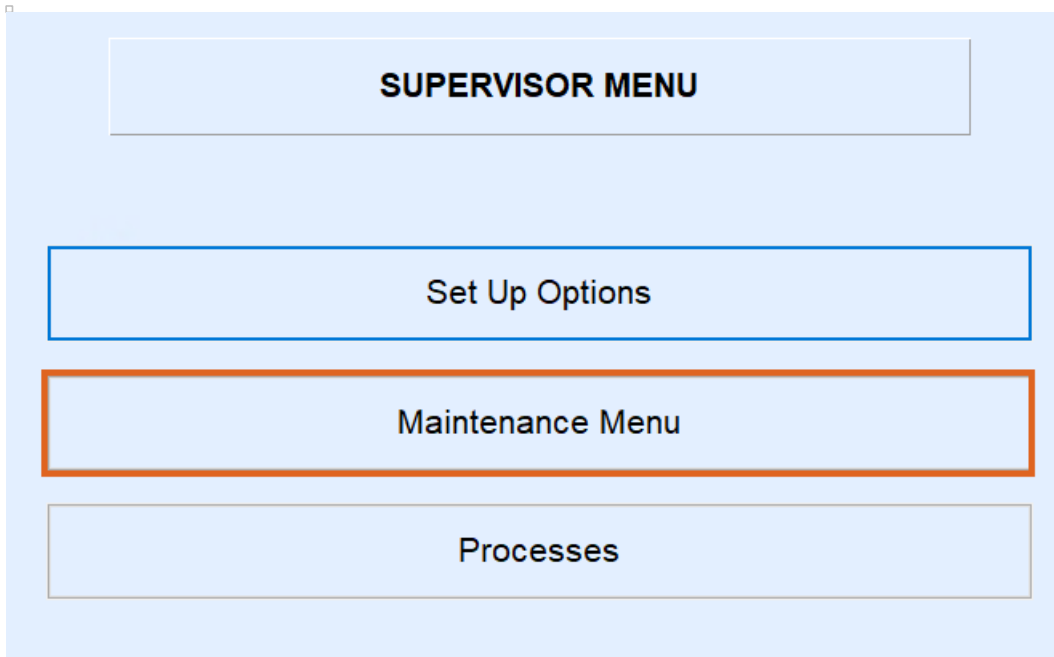
Adding Employee(s) to Optigistics Emails

Last Modified on 01/13/2026 4:39 pm EST

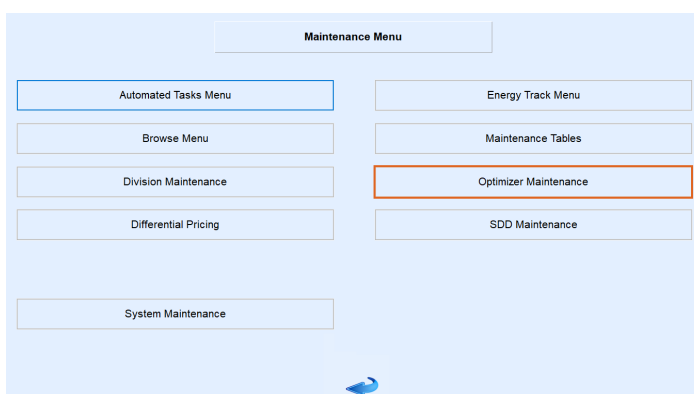
1. Open Energy Force and select **Supervisor Menu**.



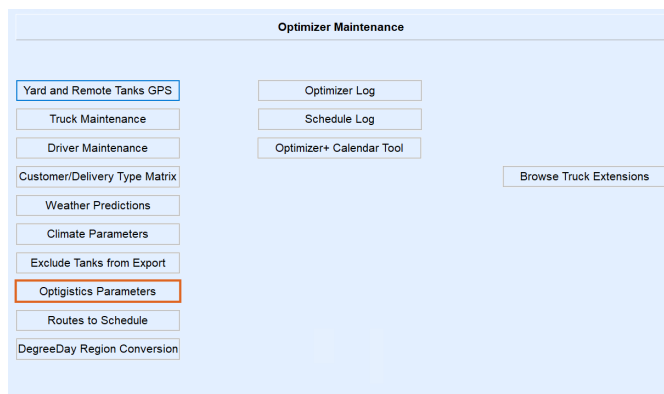
2. Choose **Maintenance Menu**.



3. Then select **Optimizer Maintenance**.



4. Choose **Optigistics Maintenance**.
5. Then select **Optigistics Parameters**.



6. Scroll down to the **EmailTo** line.

EmailTo

7. You will then need to press the **Ctrl** and **M** keys on your keyboard to go into modify mode.
8. Add ; behind the last email and then type in the email you need to add.
9. If it will not add, as you have the maximum number of email addresses you can have, you will need to have the companies IT department create a email group and add all of the employees to that group.
10. Then place that email group address to the **EmailTo** line.

EmailTo