

# Message Administration

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### Overview

You can customize messages to users and respondents throughout FormAssembly.

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## Default "Thank You" Message

- Browse to: **Admin Dashboard | Settings | Form Settings**

This is the default "Thank You" message that will appear after each form submission, if no message is otherwise configured for the form. You may edit this message.

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## Save and Resume Messages

- Browse to: **Admin Dashboard | Settings | Saving and Resuming**

The Save and Resume option uses eight predefined messages to acknowledge the saving of a respondent's form submission or response. You can customize these messages for your particular audience. The messages are:

- Saved Response Confirmation
- Save Email Subject
- Save Email Body
- Reminder Email Subject Reminder Email Body
- Reset Password Email Subject Reset Password Email Body

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### Note:

- The email sent out with the Save & Resume feature will be sent from the email address you have on file under your contact information unless the [Autoresponder](#) is set up for the form, in which case that

email address will be used.

- Save and Resume Password requirements must adhere to the following **password policy**:
  - Passwords must include a minimum of 12 characters
  - Passwords must use numbers, uppercase, lowercase, and special characters
  - Commonly used passwords (such as p@ssword123) are restricted and will return an error if entered

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## Moderation Related Messages

- Browse to: **Admin Dashboard | Settings | Moderation**

When a user saves a new form, and that user's permissions are set to enforce moderation approval, the user will be informed that publishing approval is required. This message, as well as other moderation-related messages, can be customized to better reflect your organization's approval process.

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