

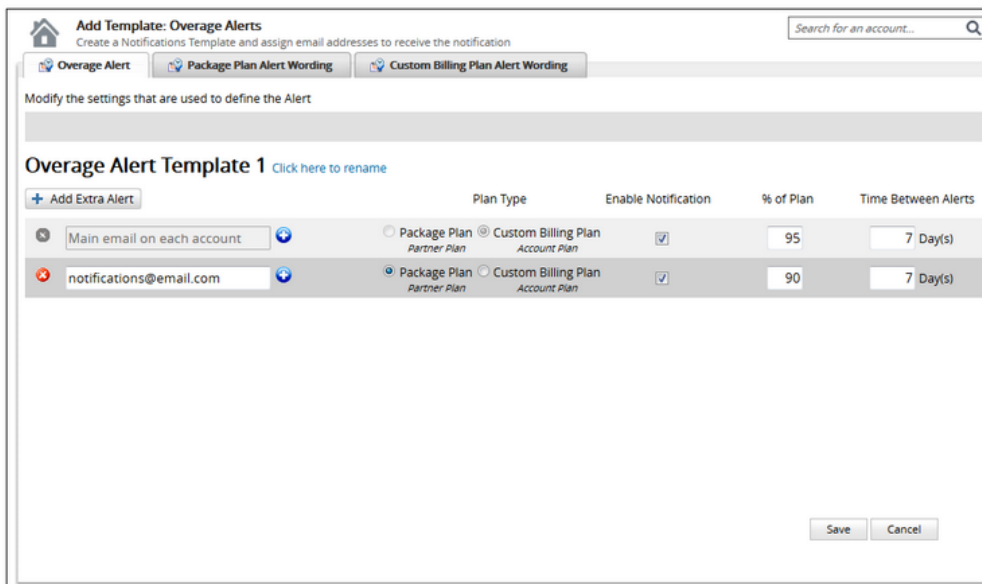
Creating an Overage Alerts Template

<https://campus.barracuda.com/doc/73697320/>

On the **Add Template Alerts** page specify which emails receive alerts and the type of alerts they receive.

Add emails and do the following:

- rename the template with a unique name
- select whether the alert they receive is based on the package plan or the custom billing plan
- choose what percentage of the plan triggers an alert
- choose how often the alert is sent



Add Template: Overage Alerts
Create a Notifications Template and assign email addresses to receive the notification

Search for an account...

Overage Alert | Package Plan Alert Wording | Custom Billing Plan Alert Wording

Modify the settings that are used to define the Alert

Overage Alert Template 1 [Click here to rename](#)

+ Add Extra Alert

	Plan Type	Enable Notification	% of Plan	Time Between Alerts
<input checked="" type="radio"/> Main email on each account	<input type="radio"/> Package Plan Partner Plan	<input checked="" type="checkbox"/>	95	7 Day(s)
<input checked="" type="radio"/> notifications@email.com	<input checked="" type="radio"/> Custom Billing Plan Account Plan	<input checked="" type="checkbox"/>	90	7 Day(s)

Save Cancel

To customize the Package Plan or Custom Billing Plan alert notification wording, click:

- Package Plan Alert Wording
- Custom Billing Plan Alert Wording

Applying Templates

Now that you have created your template, you can [apply it to one or multiple computer accounts](#).

Figures

1. Alert 1.png

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