### Message Center

## FAQs

 Issue
 02

 Date
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# How Do I Manage Message Receiving?

You can receive notifications by SMS message, email, system notification, WeCom robot, webhook robot, or Feishu robot.

#### Using Recipient Management to Add Message Recipients and Subscribe to Messages

**Step 1** Log in to the management console.



**Step 2** Click **I** in the upper right corner.



- Step 3 In the navigation pane, choose Recipient Management.
- Step 4 On the Phone Number/Email tab, click Add Recipient.

HUAWEI	HUAWEI CLOUD   Co	onsole				
Ξ	Message Center		Recipient Management			
e	My Messages	Ŧ				
සි	SMS & Email Settings		Phone Number/Email	WeCom Robot	Webhook Robot	Feishu Robot
,000	Recipient Management		Add Recipient			
٢	neepene managemene					
6			Recipient		Email	
				:	zha******g5@huawei.com	

**Step 5** Enter the recipient name, email, phone number, remarks (optional), and click **OK**.

Add Recipient				×
<ul> <li>After a recipient is verification.</li> </ul>	added, the system w	ill request email and SMS verification. The recipi	ent can receive messages only after the	×
Add Recipient You	can add a maximum	of 10 recipients at a time.		
Recipient	Email	Phone Number	Remarks	Operation
Recipient name	Email	+86(Chinese   Phone Num	ber Enter remarks.	



#### **NOTE**

To ensure that the contact information of the new recipient is correct and the recipient is successfully added, contact the recipient to complete verification via email or SMS message.

#### **Step 6** Manage subscriptions of the new recipient.

1. On the **Recipient Management** page, locate the row containing the new recipient, and click **Manage Subscription** in the **Operation** column.

Recipient Management					
Phone Number/Ema	ill WeCom Robot Webhook Robot Felshu Robot				
Add Recipient					Enter remarks. Q
Recipient	Email	Phone Number	Remarks	Created	Operation
Recipient	78655@qq.com 0	+86131****5476		Oct 27, 2018 21:38:19 GMT+08:00	Manage Subscription Modify   Delete
	1⊛163.com 0	-861235478 😶		Apr 13, 2023 09:44:33 GMT+08:00	Manage Subscription Modify   Delete
	784***87@163.com 0	+86124****7412 O		Apr 12, 2023 15:30:13 GMT+08:00	Manage Subscription Modify Delate
	14**7@163.com ()	+861875478 <mark>0</mark>		Apr 12, 2023 15:29:33 GMT+08:00	Manage Subscription Modify   Delete
	7**@163.com 0	+86145****4583 <mark>()</mark>		Apr 12, 2023 15:29:07 GMT+08:00	Manage Subscription Modify Delete
	15~6@163.com 0	-861508965 😶		Apr 10, 2023 15:48:21 GMT+08:00	Manage Subscription Modify Delete

2. Under the **Custom Subscriptions** tab, select the message types to be subscribed to and click **OK**.

Manage Subscription		
Custom Subscriptions Copy Existing Subsc	criptions	
Manager Tree	Descined Vie	Desirient Name
Message Type	Received via	Recipient Name
Finance	Email,SMS	
V Product	Email,SMS	
✓ □ Security	Email,SMS	
~ 🗌 08N	Email,SMS	
	Empil OMO	
	(2) ОК Cancel	



## Using SMS & Email Settings to Configure Message Recipients and Subscribe to Messages



**Step 1** Log in to the **management console**.

Step 3 In the navigation pane, choose SMS & Email Settings.

HUAIME	HUAWEI CLOUD   Conso	ke				
Ξ	Message Center	SMS & Email Settings				
e Å	My Messages 🔹	Add Recipient Remove Recipient				
,001	Recipient Management	Message Type	Email	SMS	System Notification	Group Chatbot
Ô	Respirere management	Finance	M			
0		Account balance 0				<b>V</b>

#### **Step 4** Configure how messages are received.

Select or deselect **Email**, **SMS**, **System Notification**, or **Group Chatbot** of a message type to determine how the messages of this type are received.

SMS & Email Settings				
Add Recipient Remove Recipient				
Message Type	Email	SMS	System Notification	Group Chatbot
Finance				
Account balance ()				
Account change 🖲				
Partner budget 🖲				
Bill 🖲				
Invoice ®				
Cost Management 🖲			<b>×</b>	

#### **Step 5** Add recipients.

- 1. Select one or more message types and click **Add Recipient** in the upper part of the page.
- 2. Select the recipients you want to add and click **OK**.

S & Email Settings		_					
Add Recipient Remove Recipient		Add Recipier	nt				
Message Type	Email	1 After a reci	pient is added, the system will req	uest email and SMS verifica	tion. The recipient can receiv	e messages only after the verifica	ition.
🛛 🗖 Finan e		Recipient Name	Phone Number/Email	WeCom Robot	Webhook Robot	Feishu Robot	
☑ Account balance 0			Add Recipient				
Account change 🖲			Recipient	Email	Phone Number	Remarks	
🔽 🖡 Fartner budget 🖲			Recipient	786***55@qq.com 🤒	+86131****5476		
🔽 eu o				1****@163.com 🤨	+86123****5478 0		
🔽 I woice 🖲				784***87@163.com 0	+86124****7412		
🔽 🛛 🖸 🖸 🖸 Cost Management				14**7@163.com 9	+86187****5478 9		
Product				7**@163.com 🤒	+86145****4583 0		
Created or enabled 0				15**6@163.com 9	+86156****8965 9		
Product resource released 0			10 Total Records: 12	< 1 2 >			
Customer order expiry 0					-		
Customer order payment application 0				OK	Cancel		

#### 

To ensure that the contact information of a new recipient is correct and the recipient is successfully added, the recipient must complete verification via email or SMS message.

----End

## **2** How Many Recipients Can be Added to Each Message Type at Most?

A maximum of 100 recipients can be added for each message type.

# **3** How Can I Stop Receiving Messages?

You can stop receiving messages in any of the following methods:

• In the left navigation pane of Message Center, choose SMS & Email Settings, select a message type, and click Remove Recipient at the bottom of the page. In the displayed Remove Recipient dialog box, select the recipients you want to remove, and click OK.

#### **NOTE**

There must be at least one recipient for each message type.

 In the left navigation pane of Message Center, choose SMS & Email Settings, deselect unnecessary message types. Email, SMS, and System Notification are selected by default for all message types.

#### **NOTE**

You cannot deselect **Email**, **SMS**, or **System Notification** for the **Account balance** and **Account change** messages.

 In the left navigation pane of Message Center, choose Recipient Management, locate the row containing the target recipient, click Manage Subscription in the Operation column, and deselect message types as needed.