

Custom and System Messages

How to display custom and system messages to your users.

Document generated 12/12/2024

[PDF VERSION](#)

Tags | [messages](#) |

Applies to: Free Basic Business Enterprise

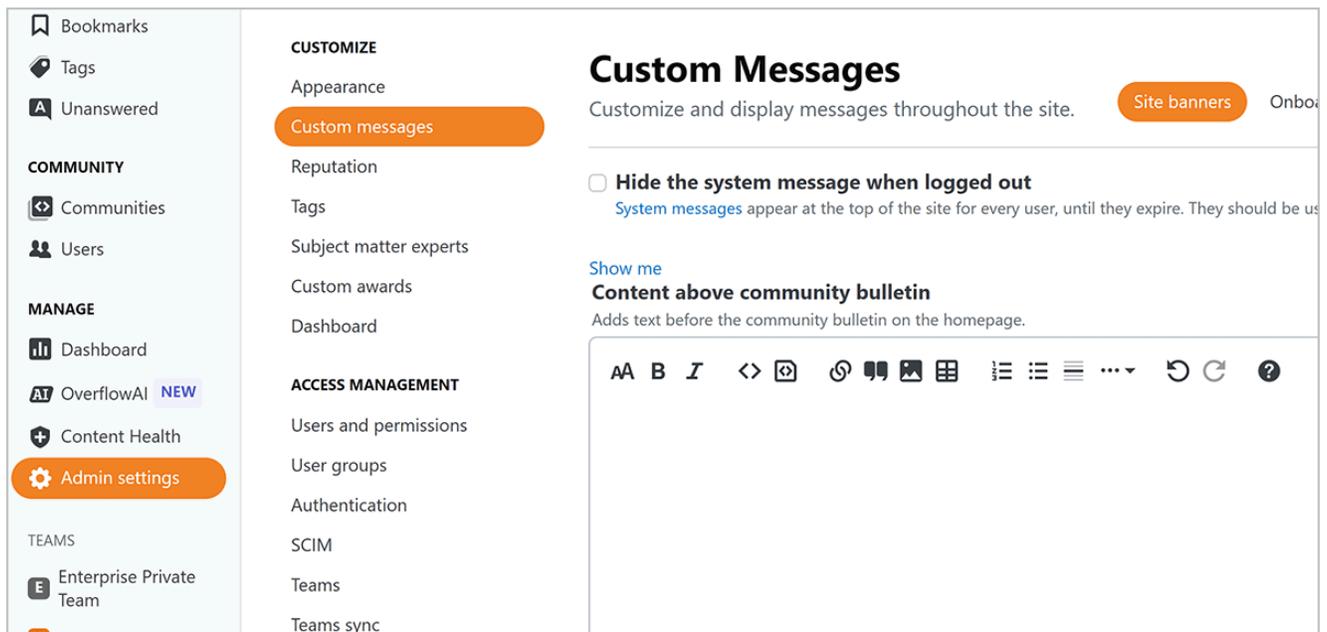
ADMIN PRIVILEGES REQUIRED

This documentation is for **Stack Overflow for Teams Enterprise**. Free, Basic, and Business users can access their documentation [here](#). [Find your plan](#).

Overview

The Custom Messages and System Messages features allow site administrators to create, customize, and manage various messaging elements across their Stack Overflow for Teams Enterprise (SOE) site. This makes it easy to reach your users in your way, with everything from system alerts to onboarding messages.

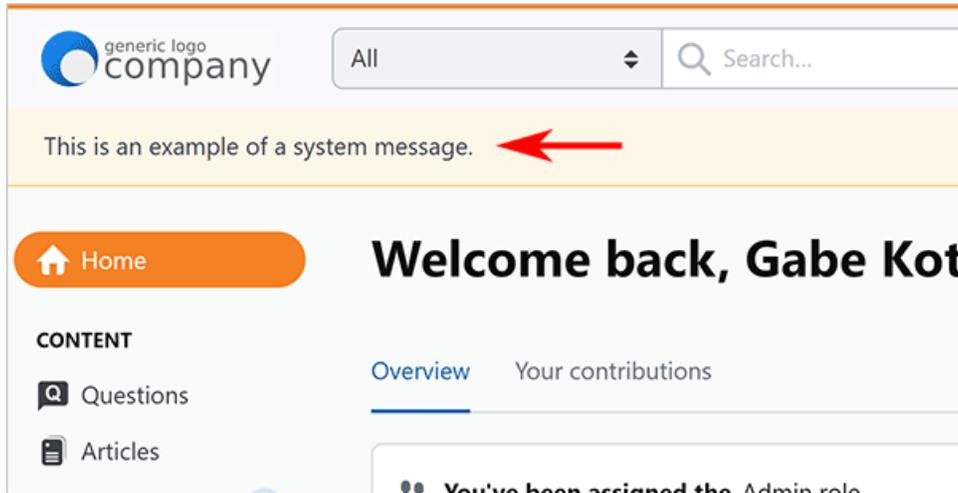
To access Custom Messages and System Messages, click **Admin settings** in the left-hand menu, then **Custom messages**.



The screenshot shows the 'Custom Messages' configuration page in the Stack Overflow Admin settings. On the left is a navigation menu with categories: Bookmarks, Tags, Unanswered, COMMUNITY (Communities, Users), MANAGE (Dashboard, OverflowAI, Content Health, Admin settings), and TEAMS (Enterprise Private Team). The 'Admin settings' option is highlighted. The main content area is titled 'Custom Messages' and includes a description: 'Customize and display messages throughout the site.' There are two toggle switches: 'Site banners' (On) and 'Onboarding messages' (On). A checkbox 'Hide the system message when logged out' is currently unchecked, with a note that system messages appear at the top of the site for every user until they expire. Below this is a section for 'Content above community bulletin' with a 'Show me' link and a description: 'Adds text before the community bulletin on the homepage.' At the bottom of this section is a rich text editor toolbar with icons for bold, italic, link, unlink, image, table, list, and other formatting options.

System messages

The first area of the Custom Messages page allows you to control a special subset of your site's custom messages: system messages. System messages appear at the very top of the site, and are usually used for site downtime, password resets, and other events that affect all users.



By default, system messages are visible to all users whether logged in or not. To display the system message to logged-in users only, click the **Hide the system message when logged out** checkbox. Enabling this option ensures that system messages remain visible only to logged-in users. This is helpful for messages intended only for your active user base.

To control your site's system messages, click **System messages** under the checkbox. This will take you to an admin page on your site not accessible by any menu ([https://\[your_site\]/admin/messages/system](https://[your_site]/admin/messages/system)). Here you can edit and update system messages.

You can create a new system message and set how long you want your site to display it. You can also view and reuse any past message by clicking its **Re-use** link.

NOTE: Read the help box in the upper-right corner of the page for important details about the duration and formatting of system messages.

Help

System messages appear at the top of the site for every user, until they expire.

Only one system message may be active at a time; for a new message to be added, a possibly active one must be deleted first.

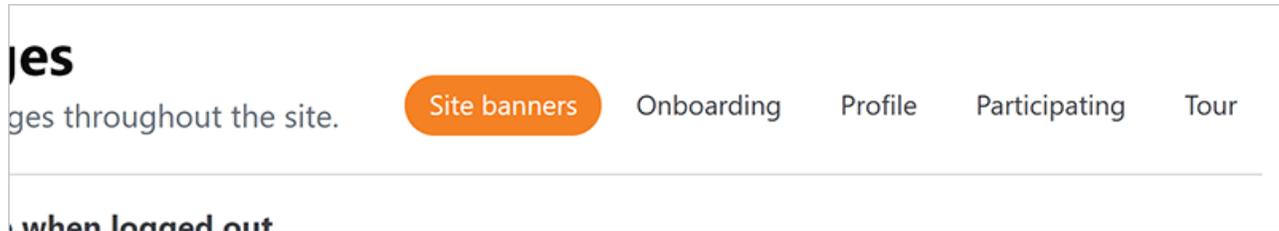
The maximum duration for a system message is 9999 hours.

Some HTML is allowed.

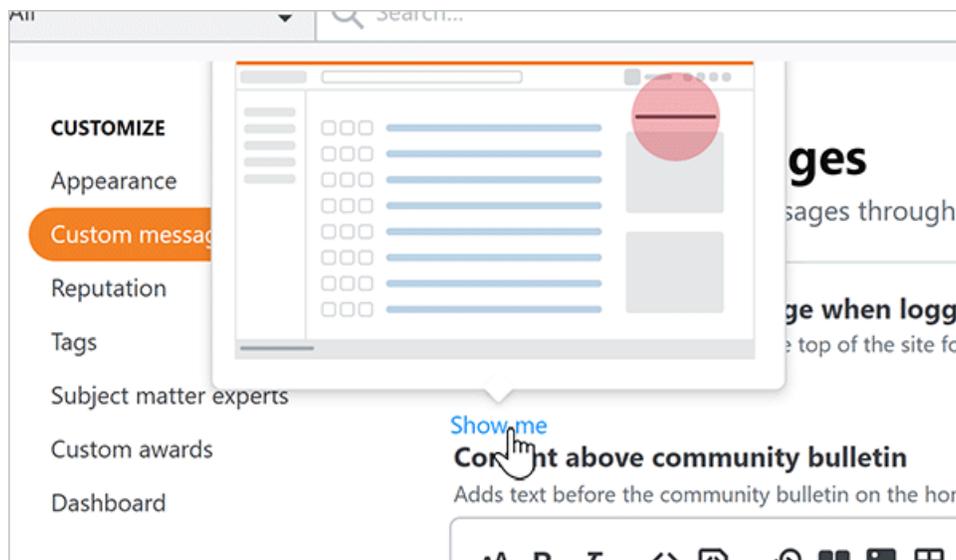
Be careful!

Custom messages

The Custom Messages page allows you to craft your own messages in five areas: site banners, onboarding, profile, participating, and tour. To access each of these areas, click the corresponding button in the upper-right corner of the page.



NOTE: Many custom messages have a **Show me** link. Click this to see a thumbnail that shows where the message will appear on your site.

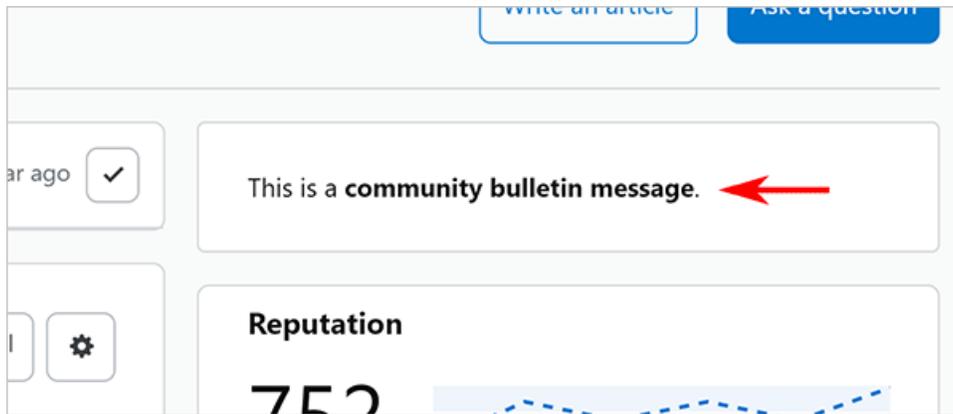


Site Banners

Click **Site banners** to control the content of various banners across your site, ensuring users receive important updates and alerts. You can add messages to the following areas of your site:

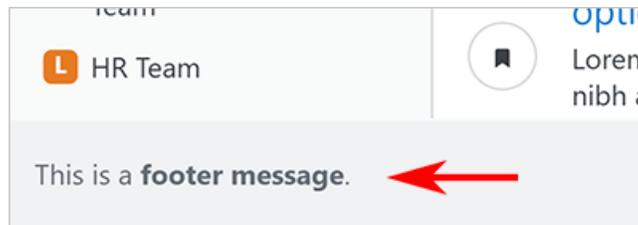
Content above community bulletin

This message appears at the top of the right-hand column on the user's home page.



Footer notice

Use this message to add text, links, and other content to the footer at the bottom of every page.



Read-only notice

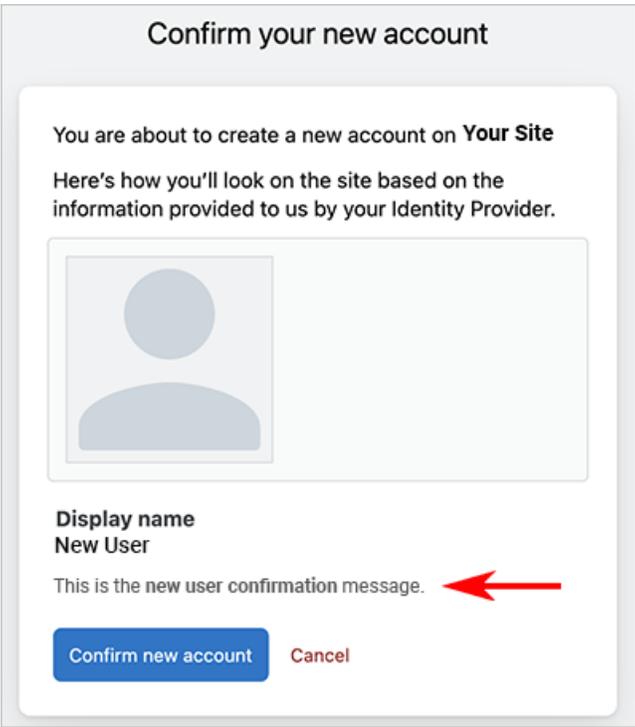
Not used.

Onboarding

Click **Onboarding** to create messages to help new users with the onboarding process. These messages include:

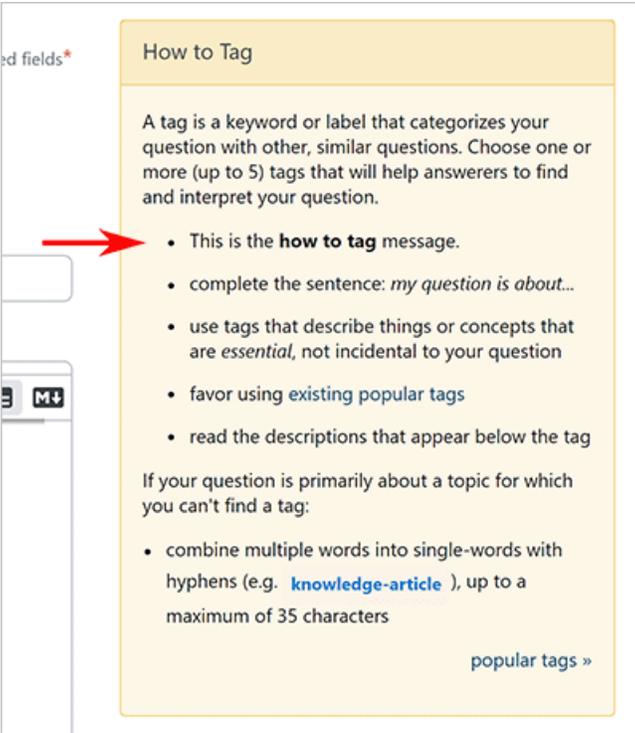
New user confirm

Use this message to communicate with new users before they finalize the account confirmation process.



How to tag

Use this message to customize the first bullet prompt in the How to Tag sidebar. Users see this sidebar when adding tags to a new question.

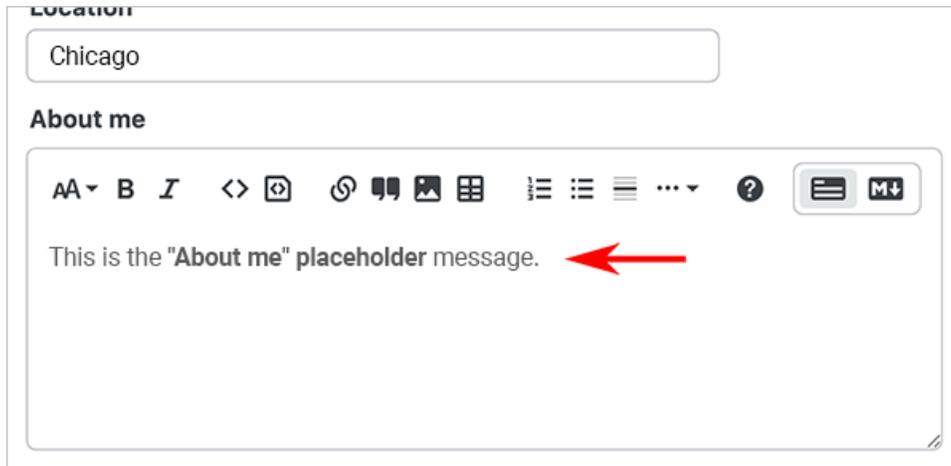


Profile

Click **Profile** to control several aspects of user profiles on your site.

"About me" placeholder

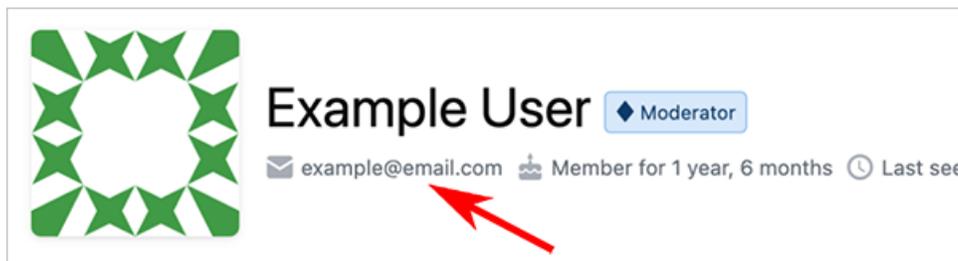
This message appears in the **About me** text box when new users fill out their profile. Use this message to help them create an effective profile (for example: remind them to include specific items, keep it brief, proofread before they save, etc.).



The image shows a user profile form. At the top, there is a 'Location' field with 'Chicago' entered. Below it is the 'About me' section, which is a rich text editor. The text inside the editor reads 'This is the "About me" placeholder message.' A red arrow points to this text. The rich text editor includes a toolbar with icons for font size, bold, italic, code, link, unlink, image, table, list, ordered list, indent, help, and a 'More' button.

Show the user's email address on their Main Site profile

Enable this checkbox to show users' email addresses on their main site profile.



Show the user's ID on their Main Site profile

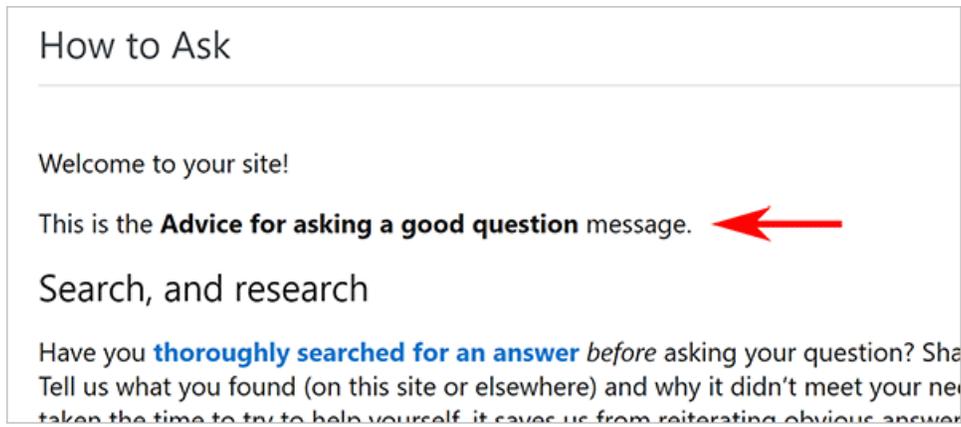
Not used.

Participating

Click **Participating** to customize messages that help your users add well-written, well-formatted questions and answers.

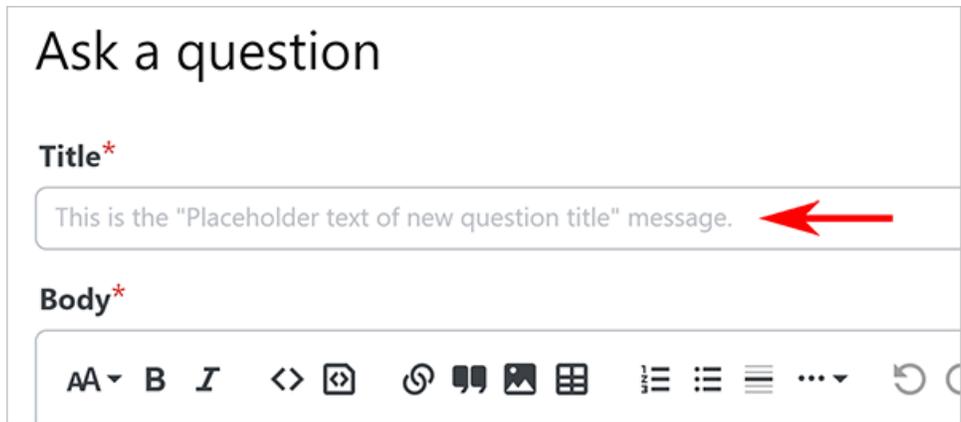
Advice for asking a good question

This message appears at the top of the "How to Ask" page shown to new users.



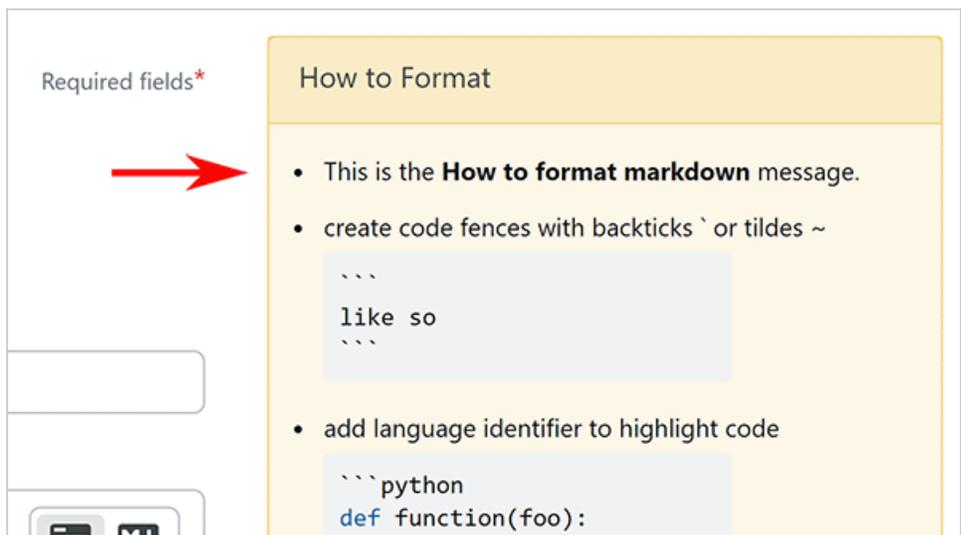
Placeholder text of new question title

Customize this message to pre-populate the question **Title** with text that will help users write effective question titles.



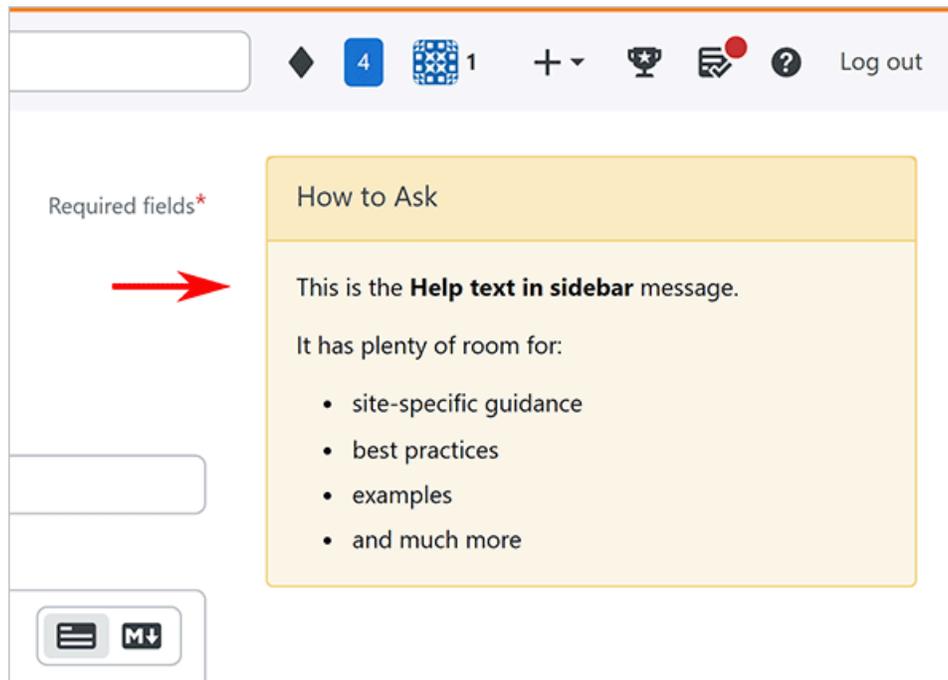
How to format markdown

This message allows you to add useful tips to the top of the How to Format help box. This box appears when users are writing the **Body** of their question.



Help text in sidebar

Use this message to add site-specific guidance for your users to craft better questions. The How to Ask sidebar sits on the new question page and has lots of room, so you can be generous with advice for your users.



Tour

Click **Tour** to customize aspects of your site's Tour page. This page appears to new users, and is also available by clicking the (?) button at the top of your site.

You can choose which example question to show on the tour page. As described in the right-hand column, the question featured on the tour page must meet specific criteria. Click **Browse all eligible questions** to locate an eligible question for the tour page.

When you find a suitable question, click **Choose** to see a preview of how the question will look on the tour page. To confirm, click **Use this question for the tour page**.

Choose question for Tour page

[return to Tour page](#)

15 votes **What are the best python libraries for 3D visualization?** [Choose...](#)

✓ 2 answers I'm generating 3D charts and graphics, and want to know which python libraries are stable and well supported.

48 views [python](#) [graphics](#)  [Jim Dandy](#) ♦ 236 asked Nov 26 at 15:07

ID of example question

Once you browse and locate a suitable question for your tour page, the question ID will appear in this box. You can also

enter a question ID directly if you know it's eligible for display on the tour page..

Max # of characters in the question and answer

Enter a character count limit to define the maximum size of the featured question and answer.

Allow block elements in the question/answer body

Check this box to disallow questions or answers with block elements (for example: lists, images, code blocks). Allowing these elements in the feature question or answer can affect the page layout.

If in the future the chosen example question no longer meets the requirements and any additional rules (such as character limit or block element), it will no longer show on the tour page. The tour page will revert to showing the default unicorns example question.

The screenshot displays a Q&A interface. On the left, a question is shown: "This site is all about **getting answers**. It's not a discussion forum. There's no chit-chat." Below the question are two icons: a speech bubble with a 'Q' and the text "Just questions...", and a speech bubble with an 'A' and the text "...and answers.". Below these are two bullet points: one with an orange triangle stating "Good answers are voted up and **rise to the top**." with the subtext "The best answers show up first so that they are always easy to find.", and another with a green checkmark stating "The person who asked can mark one answer as 'accepted'." with the subtext "Accepting doesn't mean it's the best answer, it just means that it worked for the person who asked." At the bottom left is an "Edit question" button.

On the right, the question "How to prevent unicorns from eating" is shown with a score of 14 and tags for "unicorns" and "daisies". It has 2 answers. The top answer, with a score of 4 and a green checkmark, states: "The easiest solution is to spray the daisies lightly with a standard vegetable oil sprayer. It won't hurt the unicorns, they just hate the sickly-sweet smell and will avoid it at all costs." The bottom answer, with a score of 3, states: "Plant more daisies! Contrary to popular belief, unicorns don't eat corn, which is only tasty in the late summer months. Instead, they eat daisies they tend to get grumpy and dehydrated." User avatars and roles like "asked" and "answered" are visible next to the respective posts.

Caching of tour example question

- Your site caches eligible questions for 24 hours. If a question becomes newly eligible, it will take 24 hours to appear in the **Browse Eligible Questions** list.
- If you change the example question, the tour page may not show the updated question for up to 24 hours.