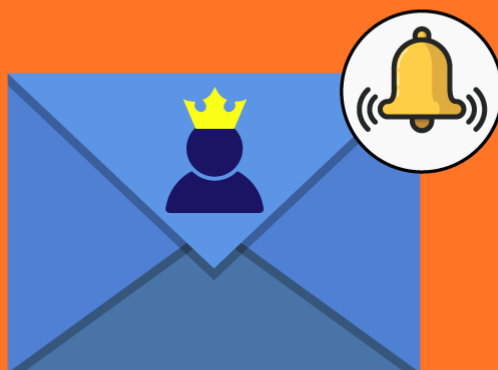


# Admin Email Notifications for Magento 2

## User Guide

### Admin Email Notification



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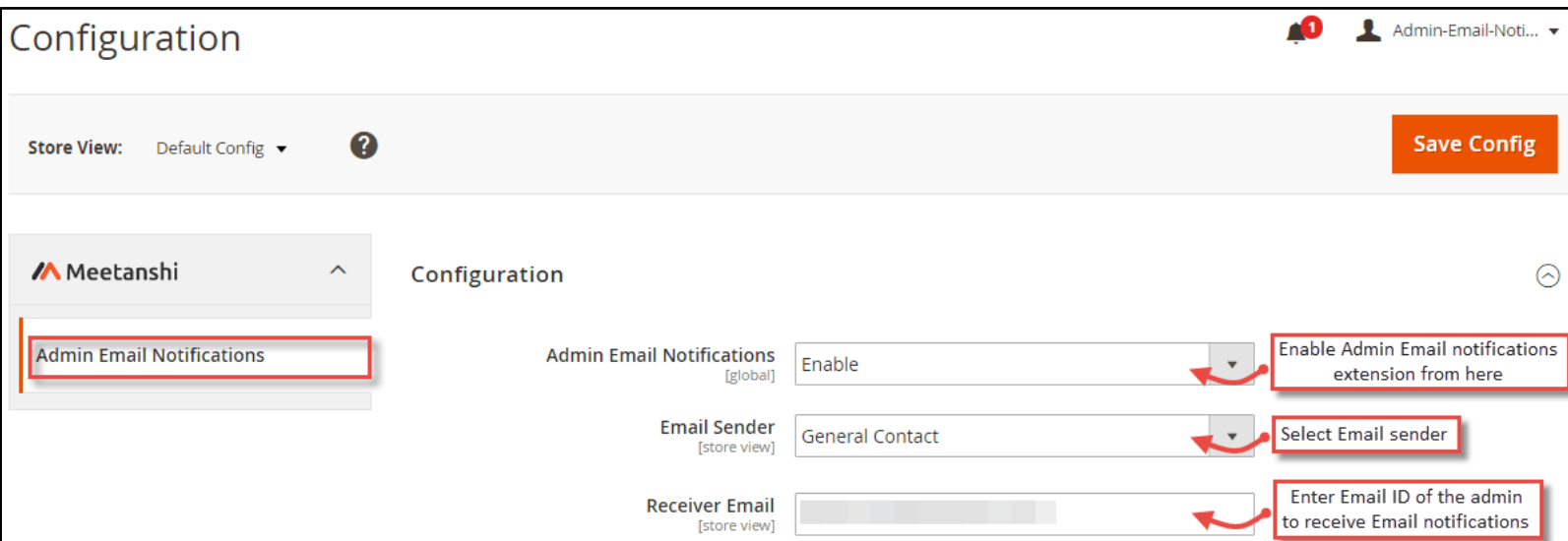
## 1. Extension Installation

- Extract the zip folder and upload our extension to root of your Magento 2 directory via FTP.
- Login to your SSH and run below commands step by step:
  - php bin/magento setup:upgrade
  - For Magento version 2.0.x to 2.1.x - php bin/magento setup:static-content:deploy
  - For Magento version 2.2.x & above - php bin/magento setup:static-content:deploy -f
  - php bin/magento cache:flush
- That's it.

## 2. Configuration

For configuring the extension, login to Magento 2, move to **Stores → Configuration → Admin Email Notifications** where you can find various settings to enable the extension.

- **Admin Email Notifications:** Enable the Admin Email Notifications extension from here.
- **Email Sender:** Select the Email sender.
- **Receiver Email:** Enter Email ID of the admin to receive email notifications.



Configuration

Store View: Default Config ?

Save Config

Meetanshi Configuration

Admin Email Notifications

Admin Email Notifications [global] Enable Enable Admin Email notifications extension from here


Email Sender [store view] General Contact Select Email sender

Receiver Email [store view] Enter Email ID of the admin to receive Email notifications

### 3. New Customer Registration Email Notifications Settings


The extension enables notification to admin on new customer registration for which one has to configure backend settings as shown below.

- **New Customer Registration Notifications:** Enable new customer registration Email notifications from here.
- **Email Template:** Select Email template.

 **New Customer Registration Email Settings**

New Customer Registration Notifications  
[global]


Enable



Enable new customer registration Email notifications from here

Email Template  
[global]

Customer Registration Notification (Default)




Select Email template

### 4. Newsletter Subscription Email Notifications Settings


Get notified when a user subscribes for newsletter by configuring the below settings:

- **Newsletter Subscriptions Notifications:** Enable newsletter subscriptions notifications from here.
- **Email Template:** Select email template.

 **Newsletter Subscription Email Settings**

Newsletter Subscription Notifications  
[global]


Enable



Enable newsletter subscription Email notifications from here

Email Template  
[global]

Newsletter Subscription Notification (Default)




Select Email template

## 5. Newsletter Unsubscription Email Notifications Settings


Get notified when a user unsubscribes for newsletter by configuring the below settings:

- **Newsletter Unsubscription Notifications:** Enable newsletter unsubscription notifications from here.
- **Email Template:** Select email template

 **Newsletter Unsubscription Email Settings**

Newsletter Unsubscription Notifications  
[global]


Enable



Enable newsletter unsubscription Email notifications from here

Email Template  
[global]

Newsletter Unsubscription Notification (Defa




Select Email template

## 6. Wishlist Email Notifications Settings


When a user creates a wishlist, admin can be notified by configuring the below settings.

- **Wishlist Notifications:** Enable the wishlist email notifications from here.
- **Email Template:** Select the email template.

 **Wishlist Email Settings**

Wishlist Notifications  
[global]


Enable



Enable wishlist Email notifications from here

Email Template  
[global]

Wishlist Notification (Default)

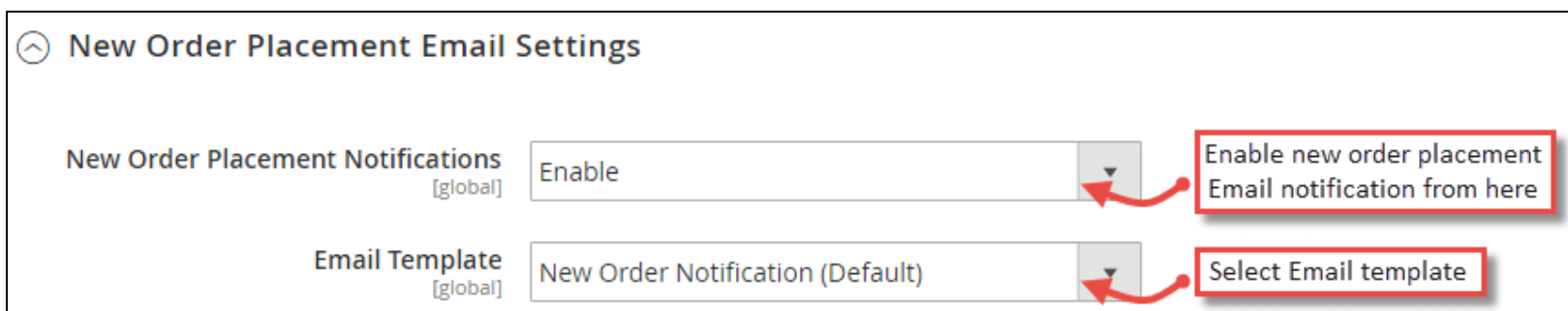


Select Email template

## 7. New Order Placement Email Notifications Settings

Whenever a new order is placed in the Magento 2 store, admin gets a notification email for the same with the below configurations.

- **New Order Placement Notification:** Enable the new order placement email notifications from here.
- **Email Template:** Select the email template.



**New Order Placement Email Settings**

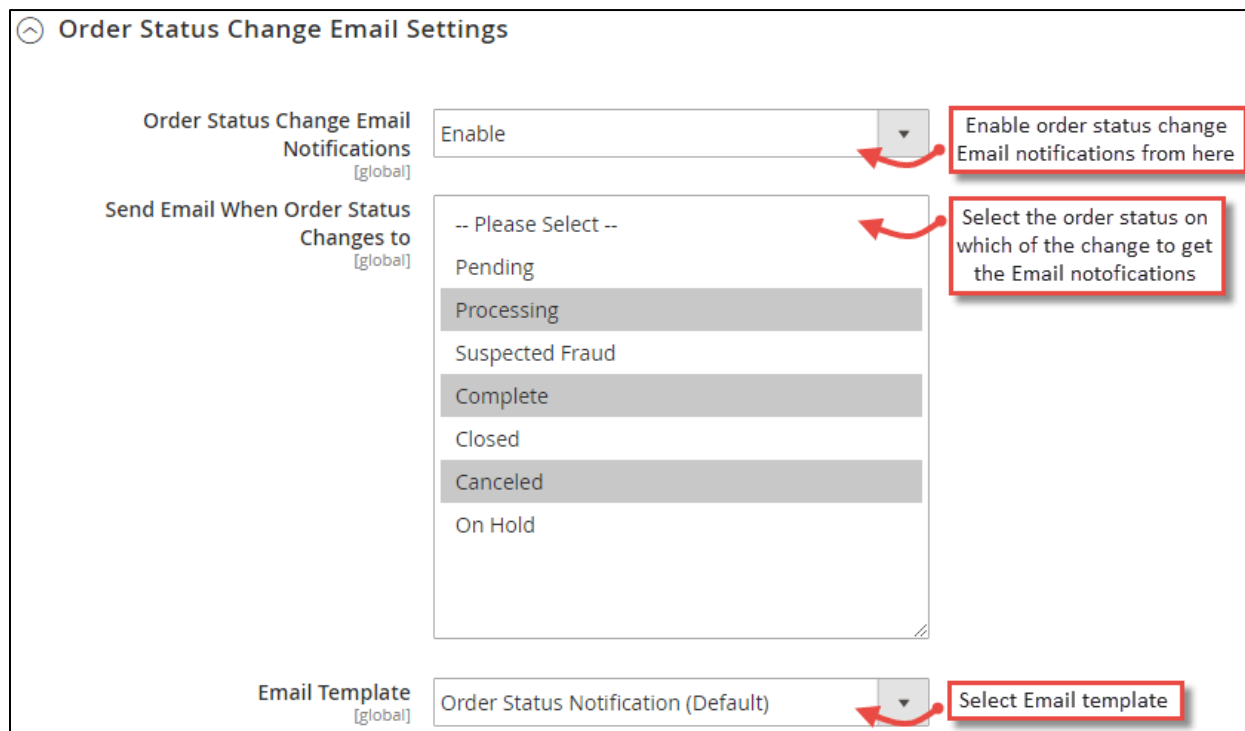
New Order Placement Notifications [global]  Enable new order placement Email notification from here

Email Template [global]  Select Email template

## 8. Order Status Change Email Notifications Settings

Admin can be notified when an order status is changed and act accordingly. For example, if an order is canceled, the notification can alert the admin to find the reason for order cancelation. Configure the below settings to enable the order status change notifications via email.

- **Order Status Change Email Notifications:** Enable the order status change email notifications from here.
- **Send Email When Order Status Changes to:** Select the order status on which of the change to get email notifications.
- **Email Template:** Select the email template.



**Order Status Change Email Settings**

Order Status Change Email Notifications [global]  Enable order status change Email notifications from here

Send Email When Order Status Changes to [global] 

-- Please Select --

Pending

Processing

Suspected Fraud

Complete

Closed

Canceled

On Hold


Select the order status on which of the change to get the Email notifications

Email Template [global]  Select Email template

## 9. New Review Email Notification Settings


Get notified when a new review is submitted by configuring the below settings:

- **New Review Notifications:** Enable new review notifications from here.
- **Email Template:** Select the email template.

 **New Review Notification Settings**

New Review Notifications  
[global]


Enable



Enable new review Email notifications from here

Email Template  
[global]

New Review Notification (Default)




Select Email template

## 10. Low Stock Alert Email Settings


The extension is useful to manage the stock in the Magento 2 store. It facilitates email notifications for admin whenever the stock is lower than the threshold value! Get the below configurations done to enable it.

- **Low Stock Notification:** Enable low stock alert email notification from here.
- **Low Stock Threshold Quantity:** Set the threshold quantity value for low stock.
- **Email Template:** Select the email template.

 **Low Stock Alert Email Settings**

Low Stock Notifications  
[global]


Enable



Enable low stock alert Email from here

Low Stock Threshold Quantity  
[store view]


50



Enter low stock threshold quantity value

Email Template  
[global]

Product Low Stock Notification (Default)



Select Email template

### 11. Admin Email Notifications in Frontend

Once the email settings are configured, admin receives notification emails for important store and customer activities. Some of the examples are shown here.

- **New Customer Registration Email to Admin**

#### New Customer Registration at Test



Owner <owner@example.com> New customer registration  
4:51 PM Email to admin



To: Admin



## LUMA

A new customer has registered with Test with below details:

Name : John Doe

Email ID: johndoe.meetanshi@gmail.com

- Customer Subscription Email to Admin

## New Subscriber Registered at Test



Owner <owner@example.com>

4:58 PM

Customer subscription  
Email to admin



To: Admin



# LUMA

A new subscriber has registered at Test with below details:

Customer Email : [johndoe.meetanshi@gmail.com](mailto:johndoe.meetanshi@gmail.com)

- Customer Unsubscription Email to Admin

## User Unsubscribed at Test



Owner <owner@example.com>

4:51 PM

Customer unsubscription  
Email to admin



To: Admin



# LUMA


A subscriber has unsubscribed at Test with below details:

Customer Email : [johndoe.meetanshi@gmail.com](mailto:johndoe.meetanshi@gmail.com)




- **Wishlist Email to Admin**

### A New Product Addition to Wishlist




**Owner** <owner@example.com>  
5:56 PM

Wishlist Email to admin



To: Admin



## LUMA

A new product has been added to wishlist with below details:

Customer Name : John Doe


Email ID : johndoe.meetanshi@gmail.com

Product Name : [Woodland Wallet](#)

Thank you


- **New Order Placement Email to Admin**

### New Order has been Placed at Test




**Owner** <owner@example.com>  
10:49 AM

New order placement  
Email to admin



To: Admin



## LUMA

A new order has been placed at Test with below details:

Customer Name : John Doe

Email ID: johndoe.meetanshi@gmail.com

Order ID : 000000038

Thank you

- Order Status Update Email to Admin

## New Order Status Update



Owner <owner@example.com>

10:59 AM



Order status update  
Email to admin

To: Admin



# LUMA

Order Status has been for the order with following details:

Order ID : 000000038

Time: 2018-10-09 05:28:38

Current Status: Complete

Previous Status: Processing

Thank you

- New Review Received Email to Admin

## New Review Received for Woodland Wallet



Owner <owner@example.com>

11:12 AM



To: Admin

New review received  
Email to admin



# LUMA

A new review has been submitted for the [Woodland Wallet](#) with below details:

Customer Name : John

Review Title : Liked it, worth the money

Review Summary : Like it!! This one has good leather quality. I initially had a doubt in genuinity of this product, but now that I used it for a few days, It is durable, on use the plastic looking leather developed a real leather look.

If you have any question or need support, Contact us at <https://meetanshi.com/contacts/>