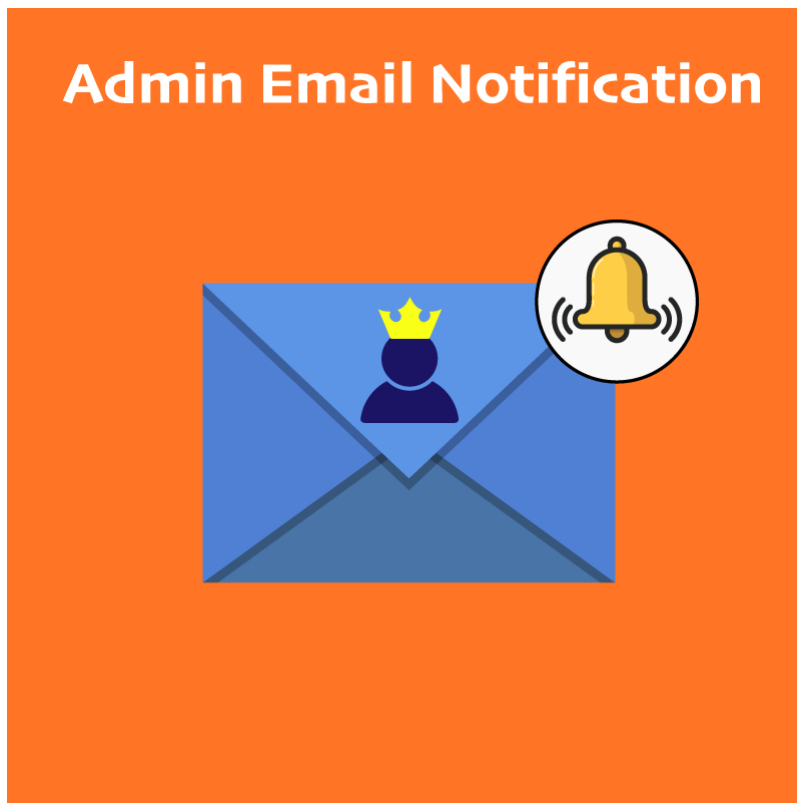


# Admin Email Notifications for Magento 2

## User Guide



### Table of Content

1. [Extension Installation Guide](#)
2. [Configuration](#)
3. [New Customer Registration Email Settings](#)
4. [Newsletter Subscription Email Settings](#)
5. [Newsletter Unsubscription Email Settings](#)
6. [Wishlist Email Settings](#)
7. [New Order Placement Email Settings](#)
8. [Order Status Change Email Settings](#)
9. [New Review Notification Settings](#)
10. [Low Stock Alert Email Settings](#)
11. [Admin Email Notification in Frontend](#)

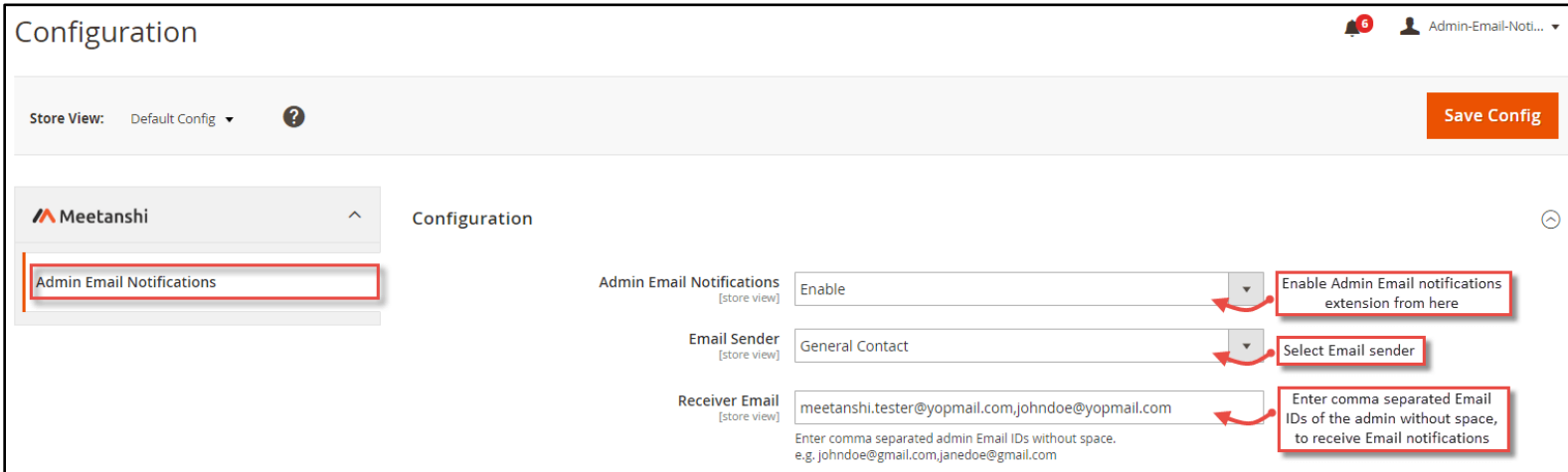
## 1. Extension Installation

- Create a folder structure in Magento root as app/code/Meetanshi/Notifications
- Download and extract the zip folder and upload our extension files to the app/code/Meetanshi/Notifications via FTP.
- Login to your SSH and run below commands step by step:
  - o php bin/magento setup:upgrade
  - o For Magento version 2.0.x to 2.1.x - php bin/magento setup:static-content:deploy
  - o For Magento version 2.2.x & above - php bin/magento setup:static-content:deploy -f
  - o php bin/magento cache:flush

## 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 comma separated Email IDs of the admin to receive email notifications. Make sure you don't add space while adding multiple Email IDs.



Configuration

Store View: Default Config

Save Config

Meetanshi Configuration

Admin Email Notifications

Admin Email Notifications [store view] Enable

Email Sender [store view] General Contact

Receiver Email [store view] meetanshi.testster@yopmail.com,johndoe@yopmail.com

Enter comma separated admin Email IDs without space.  
e.g. johndoe@gmail.com,janedoe@gmail.com

Enable Admin Email notifications extension from here

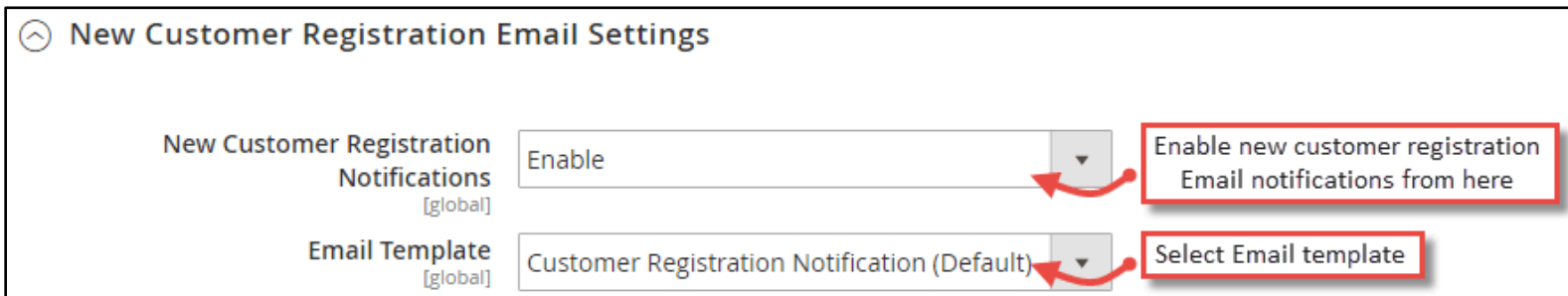
Select Email sender

Enter comma separated Email IDs of the admin without space, 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 the Email template.



⊖ New Customer Registration Email Settings

New Customer Registration Notifications [global] Enable Enable new customer registration Email notifications from here

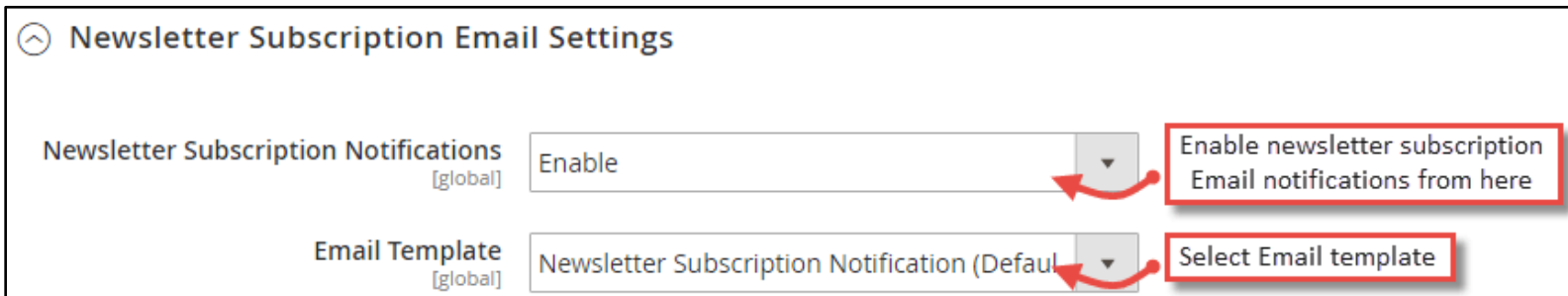
Email Template [global] Customer Registration Notification (Default) Select Email template

The screenshot shows the 'New Customer Registration Email Settings' configuration page. It features two settings: 'New Customer Registration Notifications' set to 'Enable' and 'Email Template' set to 'Customer Registration Notification (Default)'. Red callout boxes highlight the 'Enable' dropdown and the 'Email Template' dropdown, with arrows pointing to their respective values. The callout for 'Enable' says 'Enable new customer registration Email notifications from here', and the callout for 'Email Template' says 'Select Email template'.

### 4. Newsletter Subscription Email Notifications Settings

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

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



⊖ Newsletter Subscription Email Settings

Newsletter Subscription Notifications [global] Enable Enable newsletter subscription Email notifications from here

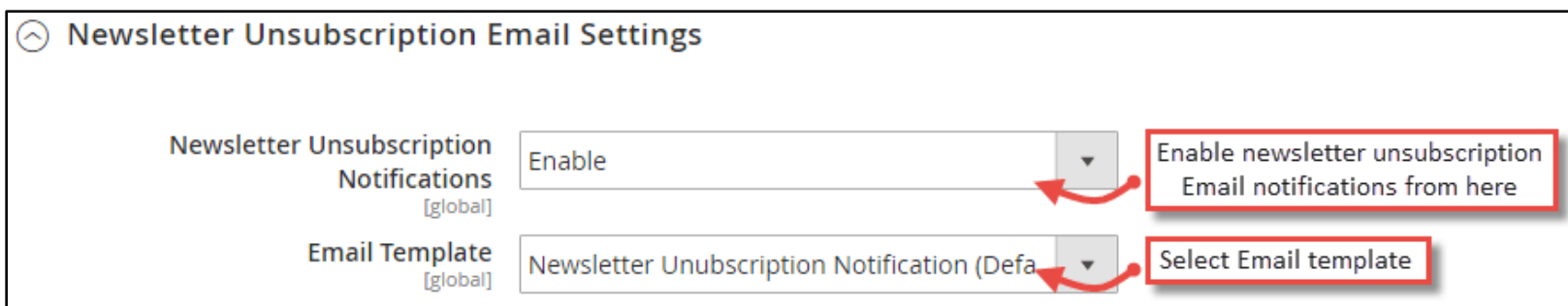
Email Template [global] Newsletter Subscription Notification (Default) Select Email template

The screenshot shows the 'Newsletter Subscription Email Settings' configuration page. It features two settings: 'Newsletter Subscription Notifications' set to 'Enable' and 'Email Template' set to 'Newsletter Subscription Notification (Default)'. Red callout boxes highlight the 'Enable' dropdown and the 'Email Template' dropdown, with arrows pointing to their respective values. The callout for 'Enable' says 'Enable newsletter subscription Email notifications from here', and the callout for 'Email Template' says 'Select Email template'.


## 5. Newsletter Unsubscription Email Notifications Settings


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

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



Newsletter Unsubscription Email Settings

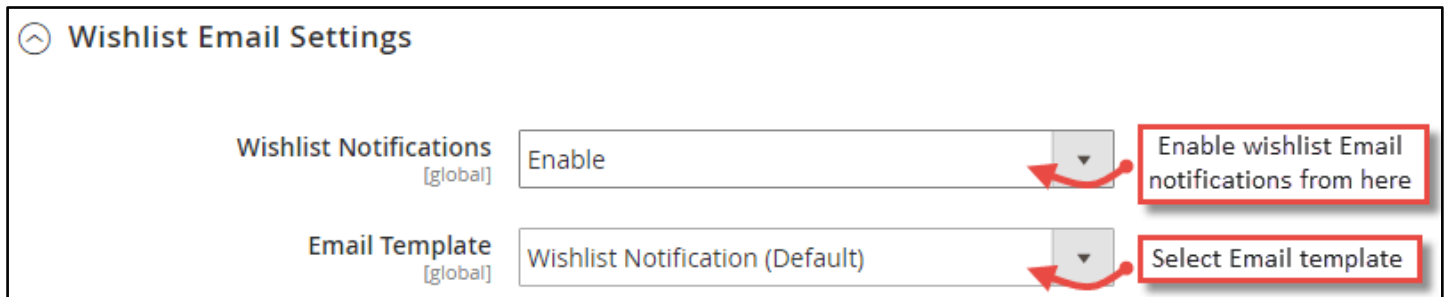
Newsletter Unsubscription Notifications [global] Enable  Enable newsletter unsubscription Email notifications from here

Email Template [global] Newsletter Unsubscription Notification (Default)  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

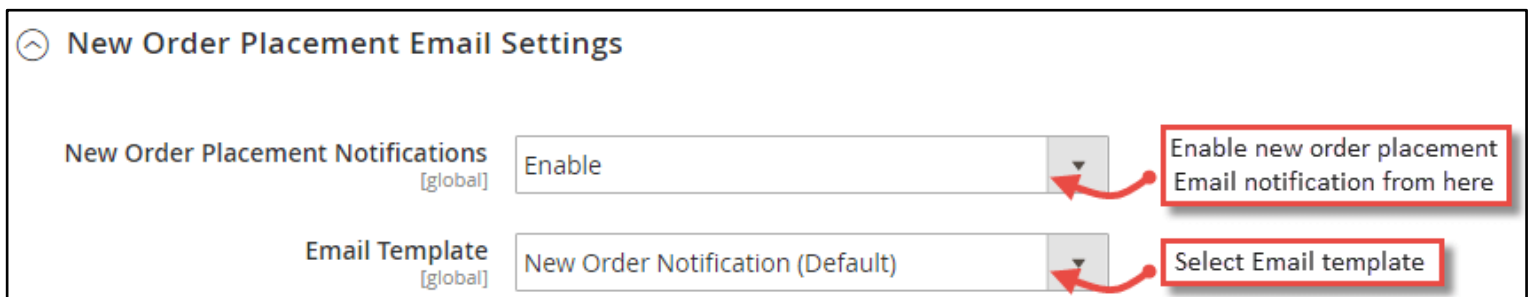
Wishlist Notifications [global] Enable  Enable wishlist Email notifications from here

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

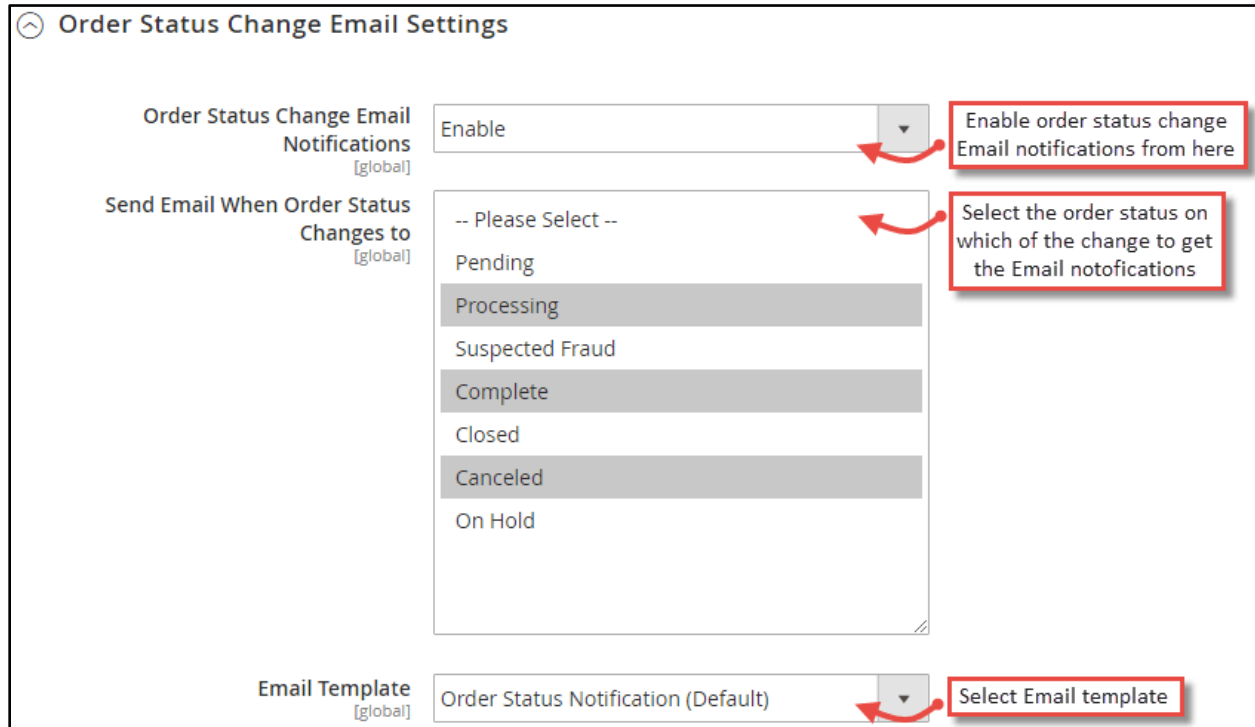
New Order Placement Notifications [global] Enable  Enable new order placement Email notification from here

Email Template [global] New Order Notification (Default)  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 an order cancellation. 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.



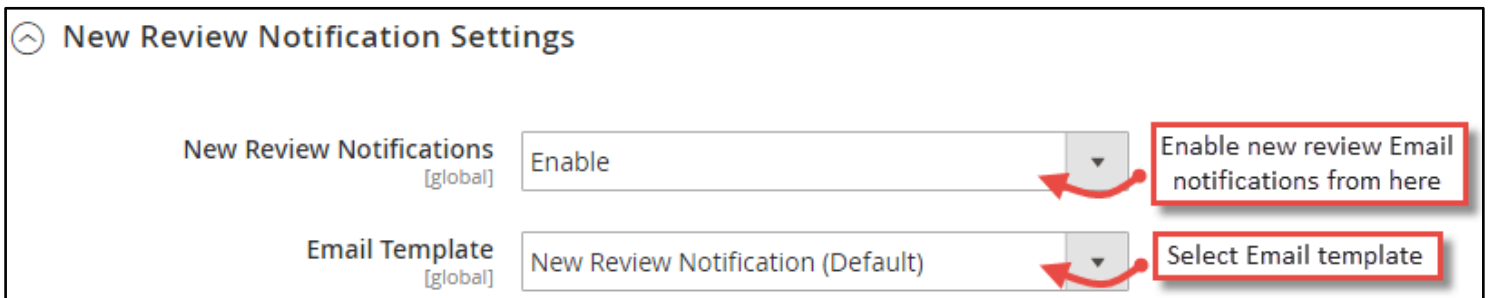
The screenshot shows the 'Order Status Change Email Settings' configuration page. It features three main settings:

- Order Status Change Email Notifications [global]:** A dropdown menu set to 'Enable'. A red callout box points to this dropdown with the text: 'Enable order status change Email notifications from here'.
- Send Email When Order Status Changes to [global]:** A dropdown menu with options: '-- Please Select --', 'Pending', 'Processing', 'Suspected Fraud', 'Complete', 'Closed', 'Canceled', and 'On Hold'. A red callout box points to this dropdown with the text: 'Select the order status on which of the change to get the Email notifications'.
- Email Template [global]:** A dropdown menu set to 'Order Status Notification (Default)'. A red callout box points to this dropdown with the text: '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.



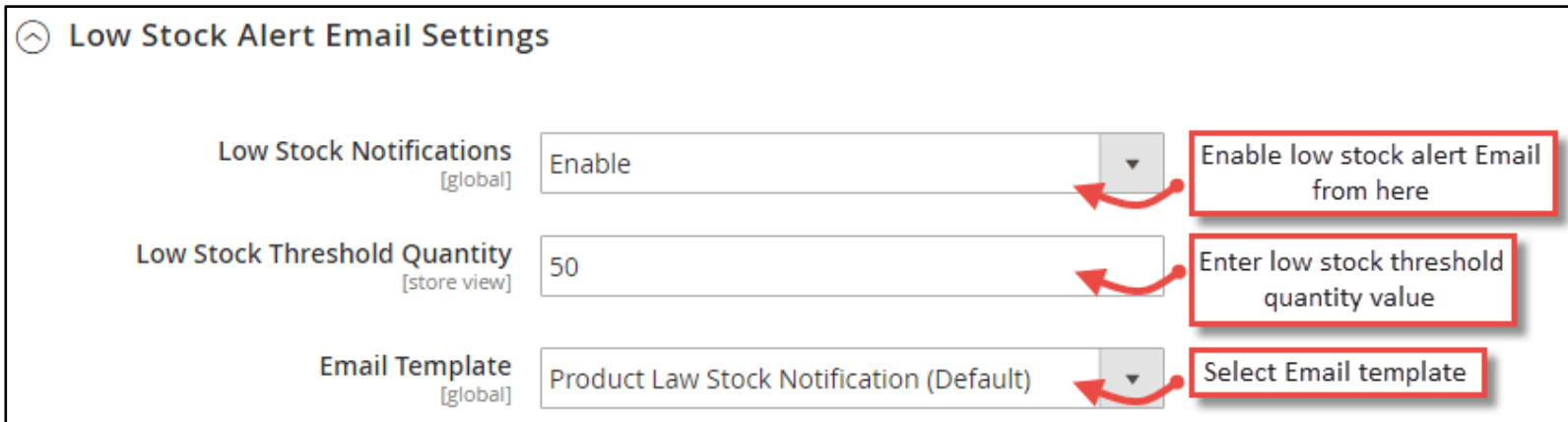
The screenshot shows the 'New Review Notification Settings' configuration page. It features two main settings:

- New Review Notifications [global]:** A dropdown menu set to 'Enable'. A red callout box points to this dropdown with the text: 'Enable new review Email notifications from here'.
- Email Template [global]:** A dropdown menu set to 'New Review Notification (Default)'. A red callout box points to this dropdown with the text: '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 the 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, the admin receives notification emails for the 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> 4:51 PM New customer registration 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](mailto:johndoe.meetanshi@gmail.com)

- **Customer Subscription Email to Admin**

## New Subscriber Registered at Test



Owner <owner@exampl  
4:58 PM

Customer subscription  
Email to admin



To: Admin



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





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



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



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



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.


- **Low Stock Alert Email to Admin**

### Low Stock Alert for Woodland Wallet

 Owner <owner@example.com>   
6:01 PM

To: Admin

Low stock alert Email  
to admin



There are only 50 units available for the Woodland Wallet. If the stock item drops to zero, users will no longer able to purchase it. Please add the stock items as soon as possible.