Configure Email Notifications for eCommerce Orders

This guide provides step-by-step instructions on how to enable or change which users receive email notifications when an order is submitted through your online store.

5 Steps View most recent version

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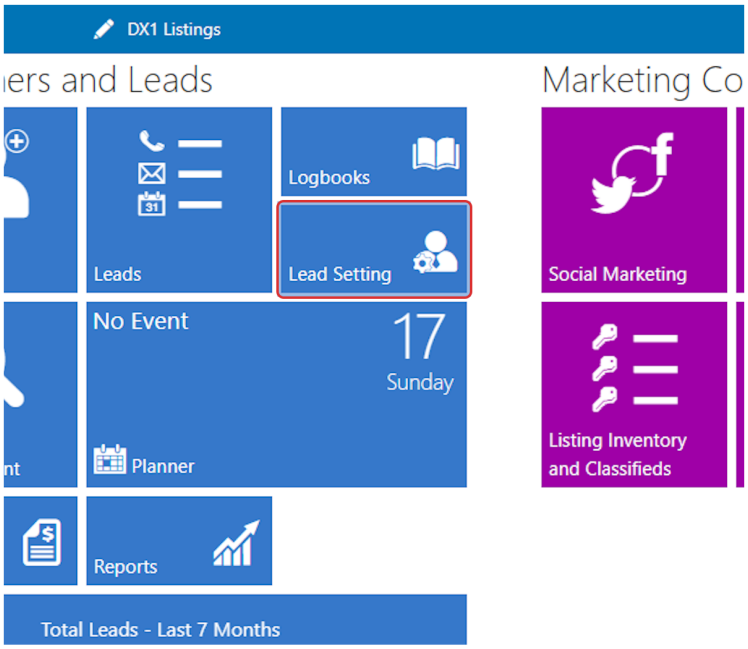
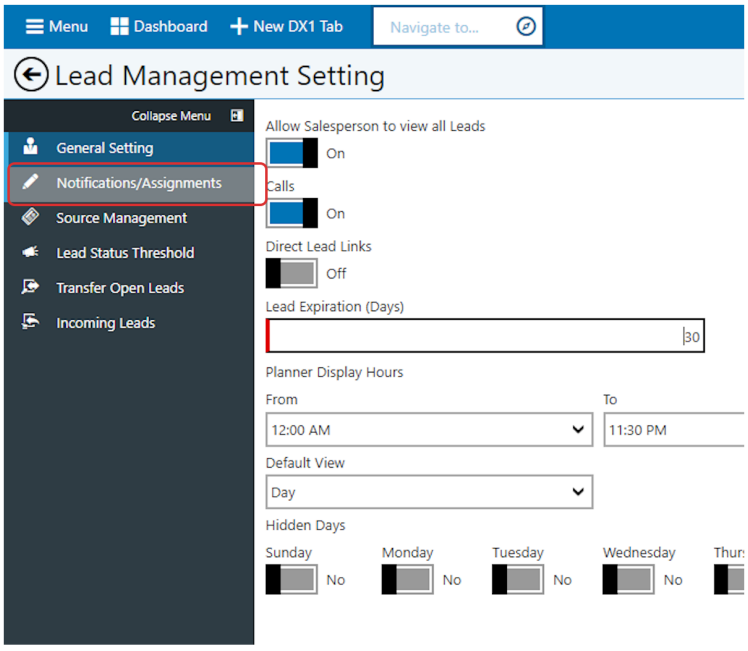
STEP 1

Select the 'Lead Setting' tile from the Dashboard



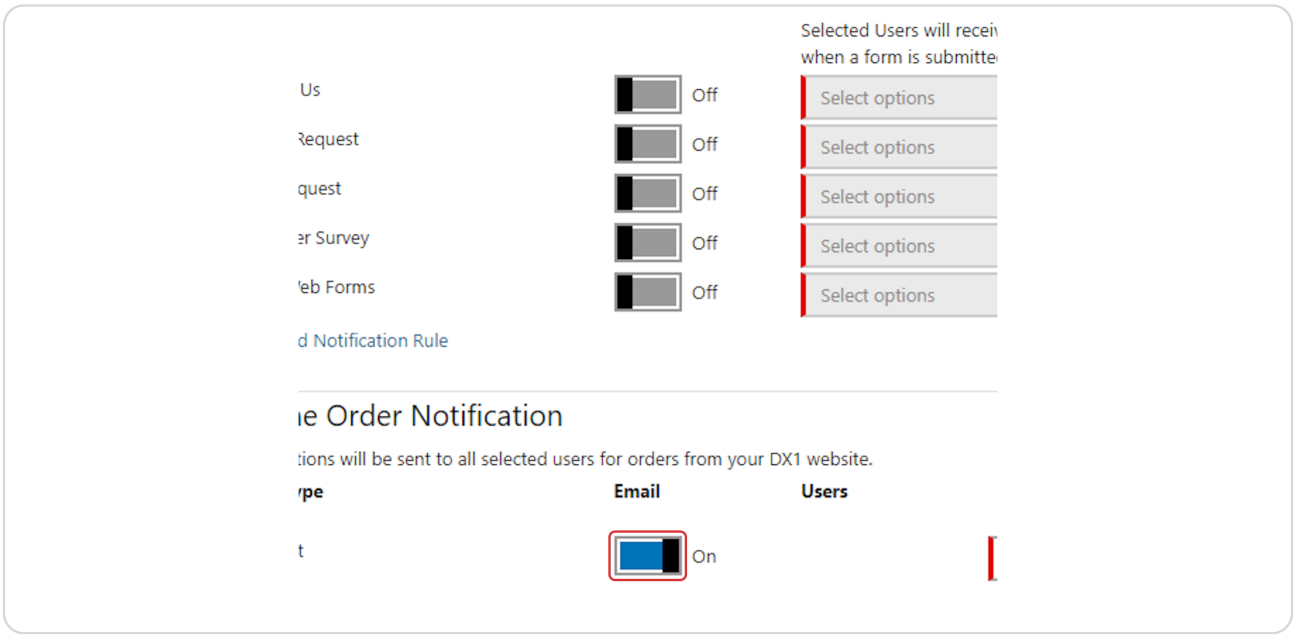
STEP 2

Select 'Notifications/Assignments' in the left hand menu.



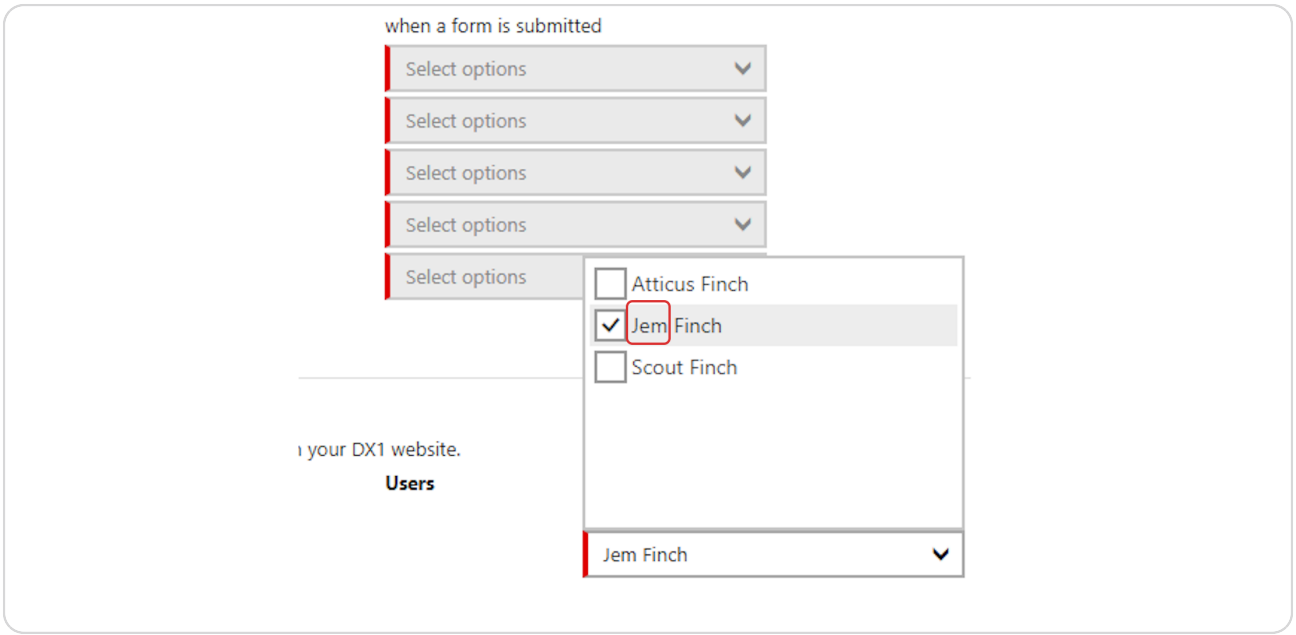
STEP 3

Scroll to the 'Online Order Notification' section. If notifications are not enabled, set the 'Email' toggle to the ON position.



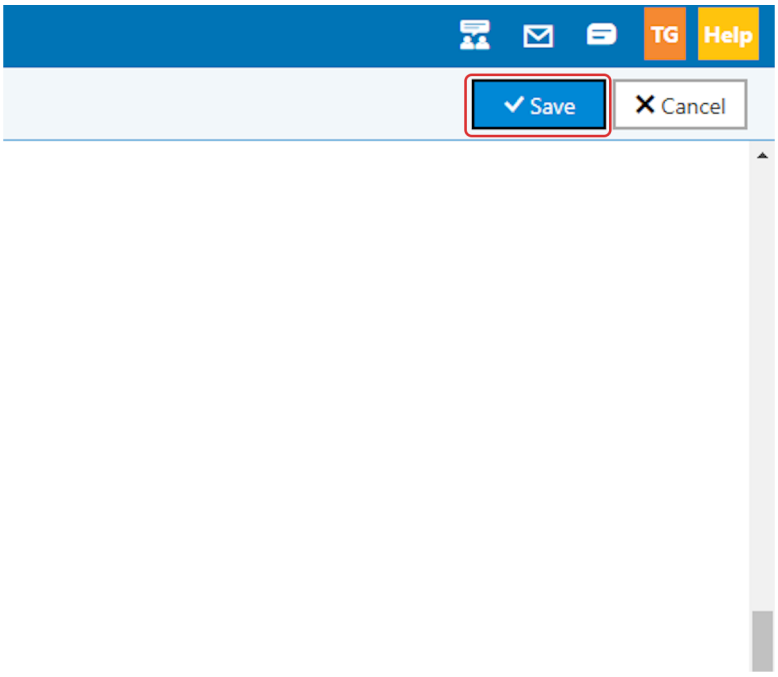
STEP 4

Select a User or Users that should receive an email notification when a new order is submitted.



STEP 5

Click on Save



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