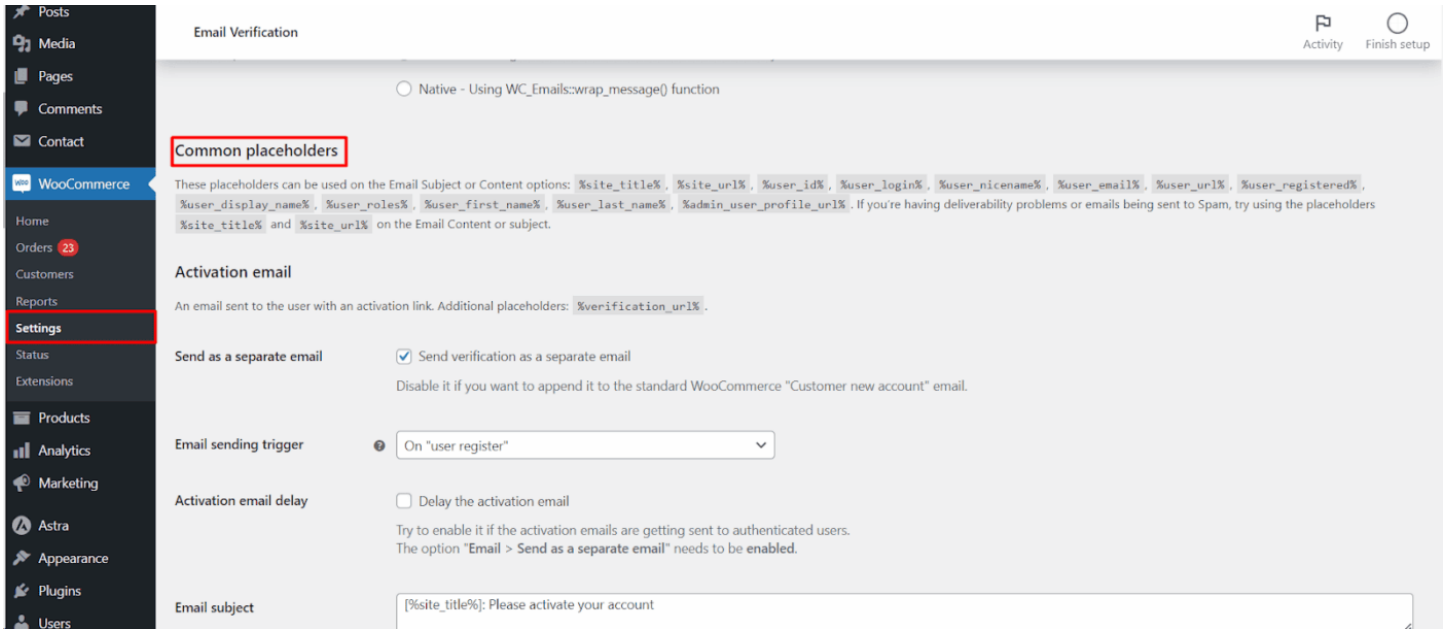
Email Settings Guide for WooCommerce Email Verification

How to · https://wpfactory.com/docs/placeholders-in-emails/

The WooCommerce Email Verification plugin sends three emails you can configure: the activation email with the verification link (%verification_url%), the confirmation email sent after successful verification, and the admin email sent when a user verifies. For each one you set when it is sent and its subject, heading and content, and the activation and confirmation emails can be delayed.



This article delves into the various email settings offered by the **WooCommerce Email Verification plugin,** empowering you to customize the communication flow throughout the account verification process.

Activation Email

- **Sent to users:** Contains an activation link for account verification.
- **Additional placeholders: %verification_url%:** Replaced with the unique verification link for each user.
- Send as a separate email.

- **Enabled:** Sends the activation email independently.
- **Disabled:** Appends the activation content to the standard WooCommerce **"Customer new account"** email.
- **Email sending trigger:** Choose when the activation email is sent.
- **On "user register":** Upon user registration.
- **On "WooCommerce created customer":** When a customer is created through WooCommerce.
- **Activation email delay:** Optionally delay sending the activation email, potentially helpful if emails are reaching authenticated users. Requires **"Send as a separate email"** to be enabled

Email customization

- **Email subject:** Define the subject line of the activation email.
- **Email content:** Craft the message body of the activation email.
- **Email heading:** Set the heading displayed within the email content.
- **Fine-tune placement (applicable only if disabled)**: Specify the exact location within the **"Customer new account"** email where the activation content should be inserted.
- Requires adding specific code to the **"Customer new account"** email template.

Confirmation Email

- **Sent to users:** Informs them of successful account verification.
- Trigger options.
- Send confirmation email to users who have just verified their accounts.
- Send confirmation email to the user manually verified by admin.
- Requires enabling **"Verified column"** and **"Actions"** options

Email customization

- **Email subject**: Define the subject line of the confirmation email.
- **Email heading:** Set the heading displayed within the email content.
- **Email content:** Craft the message body of the confirmation email.
- **Delay:** Optionally delay sending the confirmation email for a specified duration **(hours or days).**

Admin Email

- **Sent to admin**: Notifies them upon user account verification.
- **Trigger options.**
- Send email to the admin when a user verifies his email.
- Send admin email when a user has been manually verified by admin.
- Requires enabling **"Verified column" and "Actions" options.**

Email customization

- **Recipient:** Specify the email address where admin notifications should be sent.
- **Subject:** Define the subject line of the admin email.
- **Heading:** Set the heading displayed within the email content.
- **Content:** Craft the message body of the admin email.

Accessing and Configuring Settings

- Navigate to **WooCommerce > Settings > Email Verification**.
- Click on the **"Emails"** sub-tab.
- Locate the desired email settings section **(e.g., Activation Email).**
- Configure the options as per your requirements and customize the email content using the available placeholders.
- Click **"Save changes"** to apply your modifications.



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