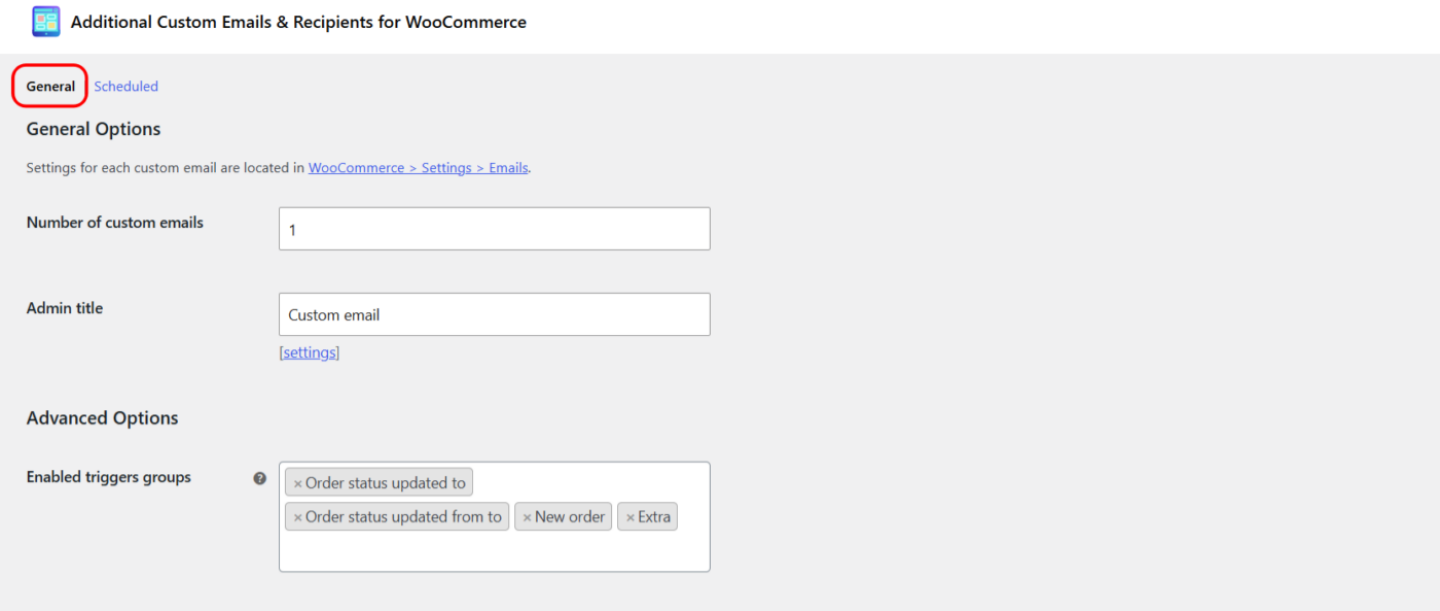
Custom Emails Settings: General and Advanced Options

How to · https://wpfactory.com/docs/woocommerce-email-settings/

The plugin-wide settings for Additional Custom Emails & Recipients for WooCommerce live in one place: the General tab. This is where you set how many custom emails you have, name them, choose which trigger groups appear, add custom triggers, and pick a scheduler. Each individual email's content and rules are configured separately, under WooCommerce > Settings > Emails.

Go to **WPFactory > Custom Emails** (also reachable at **WooCommerce > Settings > Custom Emails**) and open the **General** tab.



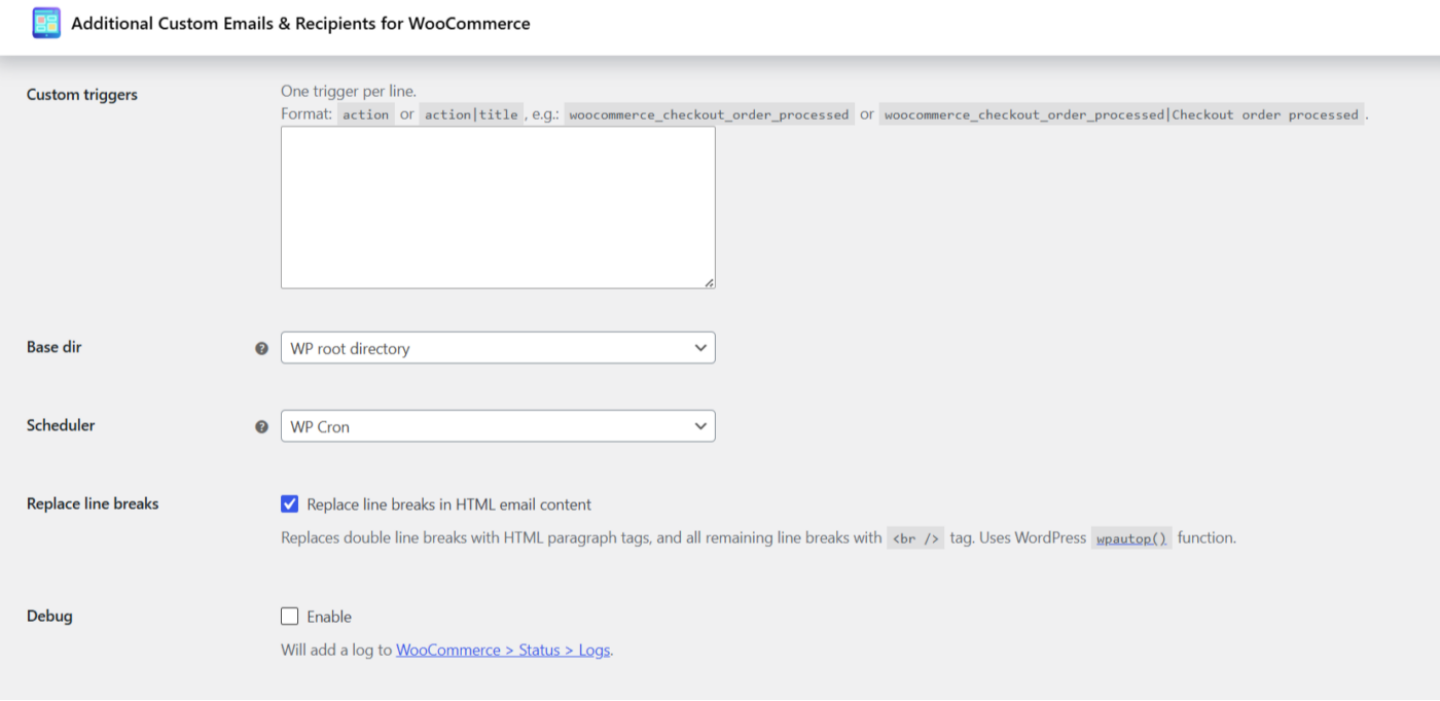
General Options

Setting	Option ID	Default	Free/Pro
Number of custom emails	`alg_wc_custom_emails_total`	1	Free is fixed at 1; Pro makes this editable

Setting	Option ID	Default	Free/Pro
Admin title	`alg_wc_custom_emails_titles[1]`	`Custom email`	Free

The **Admin title** is how the email is labelled throughout the admin (the Emails list, the Order actions dropdown, and the Scheduled list). The **[settings]** link next to it jumps straight to that email's own settings under WooCommerce > Settings > Emails. In Pro, each additional email gets its own admin-title row here.

Advanced Options



Setting	Option ID	Default
Enabled triggers groups	`alg_wc_custom_emails_enabled_trigger_groups`	Order status updated to, Order status updated from to, New order, Extra
Custom triggers	`alg_wc_custom_emails_custom_triggers`	empty
Base dir	`alg_wc_custom_emails_base_dir`	WP root directory

Setting	Option ID	Default
Scheduler	`alg_wc_custom_emails_scheduler`	WP Cron
Replace line breaks	`alg_wc_custom_emails_wpautop`	Yes
Debug	`alg_wc_custom_emails_debug_enabled`	No
Delete plugin data	`alg_wc_custom_emails_delete_plugin_data`	No

Every option above is available in the **free** version. Notes on the ones that trip people up:

- **Enabled triggers groups** controls which trigger groups appear in each email's Triggers list. Turning off groups you never use (for example the Subscriptions groups) makes the Triggers dropdown shorter and easier to manage. It does not disable any email.
- **Custom triggers** lets you fire emails from any WooCommerce or WordPress action. One per line, in the format `action` or `action|title`, for example `woocommerce_checkout_order_processed|Checkout order processed`. This is a free feature.
- **Base dir** sets the root for the "Email attachments" paths on each email: WP root directory or the WP uploads directory.
- **Scheduler** decides how delayed emails are queued: **WP Cron** or **Action Scheduler**. Both are free. Action Scheduler is more reliable on busy stores if you have it available (WooCommerce bundles it).
- **Replace line breaks** runs HTML email content through WordPress `wpautop()` so plain line breaks become paragraphs and `<br />` tags. Turn it off if you are pasting fully formed HTML.
- **Debug** writes a step-by-step log to **WooCommerce > Status > Logs** (source `custom-emails-for-woocommerce`). Turn this on first whenever an email is not sending.
- **Delete plugin data** is destructive: ticking it and saving removes all Custom Emails settings and email configurations. There is no undo.

Reset section settings

At the bottom of each tab is a **Reset section settings** checkbox. Tick it and click **Save changes** to return that tab to its defaults.



CUSTOM EMAILS

The single custom email is free. Additional Custom Emails & Recipients for WooCommerce Pro lets you add unlimited custom emails and copy settings between them.

See what Pro unlocks →

Related articles

- Send a Custom Email from the Order Screen
- Order Targeting: Send Custom Emails Only for Certain Orders
- Crafting Custom Email Content: Subject, Type, and Body
- Understanding Custom Emails: Triggers, Delays, and Scheduling
- Custom Email Preview Shows the Wrong or Old Content